

BOARD POLICY 7400 TRAVEL

Members of the Board of Trustees and employees are authorized to travel to attend conferences, meetings, and other activities outside the boundaries of the district that are appropriate to the functions of the District provided such attendance is authorized in advance. The College President (for college members) and the appropriate Vice Chancellor (for district members) may approve in state travel requests under \$3000, whereas requests over \$3000 also must receive approval by the Chancellor. All out-of-state and international travel require advance approval of the Chancellor and the Board of Trustees. The Chancellor is delegated the authority to approve out of state and international travel if the Chancellor determines that the trip is imperative and could not have been anticipated sufficiently in advance for Board prior approval. All out-of-state and international travel must be ratified by the Board of Trustees.

Actual and necessary authorized, documented expenses may be reimbursed, but will not exceed the per diem rates for lodging, meals, and incidentals established for the current year by the U.S. General Services Administration for the area visited with the following exception: The lowest discounted conference rate for the hotel(s) selected by a conference sponsor may be used as the per diem lodging reimbursement rate rather than the GSA federal rate.

The Chancellor shall establish regulations and administrative procedures regarding travel. The procedures shall include the documentation of the value of the travel to the district, authorized expenses, advance of funds, and reimbursement.

Reference:

Education Code Section 87302
Administrative Procedure 7400 Travel

Approved by the Board of Trustees: September 27, 2011
Revised and approved by the Board of Trustees: March 27, 2012
Revised and approved by the Board of Trustees: October 9, 2018