

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 by the Chancellor. Out of state and international travel also require advance approval of 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 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

Replaces:

Board Policy 6.39 Conference/Professional Development and Travel adopted April 23, 1991 and last revised May 14, 2002
Board Policy 6.39A Policy on International Travel for Members of the Board of Trustees adopted November 13, 2001
Board Policy 6.39B Policy on International Travel for Employees of the Peralta Community College District adopted May 14, 2002

Approved by the Governing Board: September 27, 2011