

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2145 Staff Travel/Mileage Reimbursement

The Governing Board recognizes the need for representation at conferences and other activities, which relate to the mission of the District.

Board members and the Superintendent/President are authorized to attend conferences, meetings, workshops, and other functions, which relate to the mission and objectives of the District. The District shall reimburse them for expenses incurred therefrom.

The Superintendent/President is encouraged to attend local community functions or activities as the representative of the College, and to meet or confer with local business representatives in order that Monterey Peninsula College will better serve our community.

The Superintendent/President or designee may approve the attendance by other employees at conferences, meetings, workshops, and other necessary functions relating to the mission and objectives of the District. Reimbursement to employees for expenses incurred thereby shall be in accordance with the District's Administrative Procedures.

Out-of-state travel requires advance written approval of the Superintendent/President. Except in emergencies, out-of-country travel requires advance approval by the Governing Board. In the event of emergency approval by the Superintendent/President, the Board will receive notification and reason for emergency approval at the next regular meeting of the Governing Board.

Reimbursement for employees not covered by an employee contract for the use of their automobile in connection with related District business shall be the prevailing Internal Revenue Service rate. This rate shall be adjusted accordingly upon announcements made by the Internal Revenue Service that such rate has changed.

Reference: Education Code 72423, 87032.  
Formerly Governing Board Policy 3.16.

Adopted: June 1, 1988.

Revised: May 21, 1991.