

ADMINISTRATIVE PROCEDURES

AP 2735 Governing Board Member Travel

Governing Board members are required to comply with board policies and administrative procedures established for District employees, including completion of travel and conference reimbursement forms. Trustees requesting travel and meeting expenses should plan ahead to avoid unnecessary short-notice travel or meeting expenses and late registration charges. On request, the President's Office staff will assist Governing Board members with travel arrangements and the completion of appropriate forms.

Approval

Any travel which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Governing Board prior to the onset of the travel.

The Governing Board Chair or Superintendent/President must authorize travel within the state with reimbursable expenses less than \$1,000. The Board Chair or Superintendent/President shall sign all travel reimbursement forms.

See Board Policy 2735 – Governing Board Member Travel and Board Policy/Administrative Procedure 7400 – Employee Travel

Reference: Education Code Section 72423

President's Cabinet Approved: June 26, 2017