



AP 2735 BOARD MEMBER TRAVEL

Reference:

Education Code Section 72423

Members of the Board of Trustees will have travel, conference, and meeting expenses paid whenever they travel as representatives of the District on official District business.

General Reimbursement

Trustees shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences while performing services as a Trustee for the District. Where appropriate, travel expenses such as conference registration fees will be prepaid.

Mode of Travel

Trustees who travel by airplane, bus, or train will be reimbursed for such necessary and appropriate travel expenses incurred. Travel by personal vehicle will be reimbursed at the Internal Revenue Service's Standard Mileage Rate.

Travel Request and Required Forms

The Superintendent/President reviews and authorizes Trustees' travel requests.

Trustees requesting travel and meeting expenses should plan ahead to avoid unnecessary short-notice travel or meeting expenses and late registration charges.

A Travel and Conference Request Form will be completed by the Executive Assistant to the Board of Trustees with estimates for travel expenses. To ensure funds are available at the completion of travel, funds will be encumbered based on an estimated total cost of the travel.

Meals

Reimbursement shall be based upon actual and necessary meal costs. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation prescribed herein, only the actual amount may be claimed. Reimbursement for meals shall not exceed \$66.00 per day itemized as follows: breakfast \$13.00, lunch \$17.00, and dinner \$36.00. Alcoholic beverages are not reimbursable. If meals are provided as part of the conference or registration fee, those meals may not be claimed for reimbursement.

Lodging

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Incidental lodging expenses will not be reimbursed.



Transportation

Shuttles, ferry, taxi, and bus fares, bridge and road tolls, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on the claim form.

Conference Fees

Conference fees shall be reimbursed. However, the cost of conference-sponsored or unsponsored activities that are essentially entertainment or non-business shall not be reimbursed.

Travel Claims

Whenever travel is properly authorized and costs are incurred, a claim shall be filed using a standard Travel and Conference Request Form, which shows in detail all expenditures incurred. Invoices or proof of payment (receipts) should be attached to the claim for all expenditures.

The claimant shall certify by signature that all amounts claimed were actual and necessary. The Superintendent/President, or his/her designee, shall be required to review and approve each travel claim. Claims should be filed within 30 days after return from travel.

Receipts

Receipts or vouchers should be submitted for every item of expense. All expenses must be properly itemized and accompanied by the necessary receipts.

Cancellation

Trustees shall notify the Executive Assistant to the Board of Trustees as soon as possible once a decision is made to cancel or modify existing travel.

Date Approved: October 22, 2015

Date Revised: November 16, 2015