



BP 7400 TRAVEL AND CONFERENCE

Reference:

Education Code Section 87032

The Superintendent/President shall establish procedures regarding the attendance of District employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The District shall reimburse, to the extent possible within budget, expenses incurred by members of the Board, employees, and students for pre-approved travel, conferences, and meetings of professional and educational organizations and associations. Travel and/or attendance at conferences and meetings shall be accomplished in as economical a manner as is practical. Reimbursement will be governed by Internal Revenue Service guidelines and District procedures covering conference attendance and travel.

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.

Also see BP/AP 2735 Board Member Travel.

Adopted: April 28, 2016