



## **AP 2735 Governing Board Member Travel**

### **Definition**

Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.

### **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 President or other Governing Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Governing Board President or designee shall sign all travel requests. The Governing Board must ratify any exception.

### **Mileage Reimbursement for Governing Board Meetings**

Each member of the Governing Board may be reimbursed for mileage necessary to attend regular and special meetings of the Governing Board for any trip in excess of ten miles. Reimbursement shall be at the same rate paid to employees of the State Chancellor's Office as of July 1 each year. The President of the Governing Board shall sign claims for other Governing Board members as designated. *(It is recommended that the rate be determined by IRS reimbursement schedules).*

### **General Reimbursement**

Governing Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Governing Board. The allocation for Governing Board travel will be determined during the budget planning process and will be approved in the annual budget.

### **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 \$50 per day. Alcoholic beverages are not reimbursable.

### **Lodging**

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



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### **Transportation**

Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, 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 claim forms.

### **Conference Fees**

Conference fees for specific events shall be reimbursed, except cost of conference sponsored or unsponsored activities, which are essentially entertainment, or nonbusiness shall not be reimbursed.

### **Travel Claims**

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

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 shall be filed within 30 days after return from travel.

### **Travel Advances**

A travel advance must be requested on the Travel Claim Form and requires approval by the Superintendent/President, or his/her designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.

All advances must be followed by a resubmission of the Travel Claim Form within 30 days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the 30 days prescribed above.

### **Porterage**

Reasonable porterage or baggage handling costs is allowed.



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### **Incidentals**

Other incidental minor costs, as claimed, may be approved by the Superintendent/President, or his/her designee, provided such other costs are explained in detail and do not include personal expenses such as toothpaste, razor blades, or laundry.

### **Telephone**

Telephone or telegram expenses are permitted for college business purposes only.

### **Out-of-State Travel**

All out-of-state travel shall receive prior authorization by the Governing Board. The request shall be accompanied by a complete explanation of the District business purpose to be served.

Travel to states identified by the California Attorney General as having laws that are incompatible with California's nondiscriminatory laws is restricted, subject to certain exceptions, as follows:

- Enforcement of California law, including auditing and revenue collection.
- Litigation.
- To meet contractual obligations incurred before January 1, 2017.
- To comply with requests by the federal government to appear before committees.
- To participate in meetings or training required by a grant or required to maintain grant funding.
- To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
- For the protection of public health; welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

Reference: Education Code Section 72423  
Government Code Section 11139.8

Approved: 1/26/12



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Reviewed: 8/25/22