

Business Services

1 BP 6900 TRAVEL

2 References:

3 Education Code, Sections 72423 and 87032;

4 The District recognizes the need for travel and travel-related expenses in connection with
5 District business and encourages participation in activities that increase and enhance
6 understanding of the college mission, when fiscally feasible. The Board of Trustees
7 authorizes that actual and necessary travel expenses for employees and trustees will be
8 paid according to Administrative Procedure 6900 titled Travel.

9 For purposes of this policy, off-campus travel shall be defined as including international,
10 national, regional, state or local meetings whose principal business includes community
11 college instruction and/or support functions or the advancement of the discipline or
12 professional area in which the individual normally teaches or works or studies.
13 Reimbursement shall be for actual, necessary and reasonable expenses. This also
14 includes business mileage incurred by the individual using a personal vehicle in the
15 performance of duties which require travel away from the individual's regular work
16 location. Not included in the above definition are:

- 17 • Meetings where participants receive college credit, except for those individuals
18 receiving continuing education credit for maintaining their professional licenses as
19 required by employment.
- 20 • Meetings that pay a salary or honorarium to participants.
- 21 • Meetings of professional organizations with interests outside the scope of the
22 employee's normal work assignment.
- 23 • Special interest meetings outside the scope of the aforementioned definition.

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

- 27 • Travel within the state of California, after obtaining approval from proper channels,
28 will require approval by the appropriate Vice President or
29 President/Superintendent.
- 30 • Travel with expenses exceeding \$1,000 will require approval by the area Vice
31 President, President/Superintendent or designee before the travel event takes
32 place.
- 33 • Travel outside the state of California but within the country, after obtaining approval
34 from proper channels, will require approval by the area Vice President,
35 President/Superintendent or designee before the travel event takes place.
- 36 • All travel outside the United States will require approval by the Board of Trustees

37 before the travel event takes place.

38 See also AP 6900 titled Travel

39 Office of Primary Responsibility: Vice President, Business Services

Date Adopted: June 8, 2011

Date Reviewed: March 20, 2019; January 15, 2025