

TRAVEL FOR DISTRICT EMPLOYEES	2710
--------------------------------------	-------------

District employees may request and be allowed to travel to attend meetings or to carry out other District-related duties and responsibilities.

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

All travel outside the United States must be approved in advance by the Board of Trustees.

Ref. CCLC 7400

TRAVEL FOR DISTRICT EMPLOYEES	R2710
--------------------------------------	--------------

1. Requests to attend meetings, conferences, or other activities must be approved in advance by the appropriate supervisor.
2. Travel must be within established travel and conference budget.
3. The mileage rates for the employee's vehicle shall be that regularly established by the Board of Trustees for District employees.
4. Expenses for travel to and attendance at conferences and other District-related business or meetings shall be reimbursed when the attendance at that meeting is related to duties, assignments, and responsibilities as a District employee.
5. Expense vouchers or receipts as required by the Chancellor's Office shall be submitted to the supervisor in accordance with District practice.

Ref. Ed Code 87032, CCLC 7400

(Approved: 8/9/82)

(Revised: 12/3/03)