



BP 7400 Employee Travel

References:

Board Policy 2735: Board of Education Member Travel;
Board Policy 4300: Field Trips and Excursions;
Administrative Procedure 4300: Field Trips and Excursions;
Administrative Procedure 7400: Employee Travel

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

The College President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include documentation of the value of the travel to the district, authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance by the College President.

Rescinds Policy Number: V.D.020

Adopted: October 18, 2022