



AP 2735 Board Member Travel

References:

Approved: August 1, 2010

Last Revised:

Last Reviewed:

Authorization for voter elected Governing Board member travel will be granted by a vote of the majority of the Board.

Student Trustee member travel will be approved and paid by the Associated Students.

Trustees will be reimbursed for actual expenses incurred for Board authorized travel. During times of financial hardship reimbursement will be limited to in-state travel, hotel, and registration expenses. Expenses for meals and out-of-state travel will be the responsibility of individual board members during fiscally difficult times.

Trustees will use District travel authorization forms and use the process outlined in Administrative Procedure 7400.

Expenses to the District should be kept to a minimum by:

- Considering the number of Trustees who travel to the same meeting or conference;
- Lodging in hotels specified by the conference in order to obtain reduced rates;
- Reimbursing for only those meals not included as part of the meeting or conference;
- Attempting to carpool when appropriate;
- Requesting reservations sufficiently in advance to obtain reduced air fare, hotel, and conference rates.

So that all trustees can benefit from the experiences of those who attend conferences/meetings:

- Coordination of attendance at workshops, breakout sessions, etc. will be attempted in order to maximize participation and information gathering;
- Those attending will provide reports to the Board at a regularly scheduled board meeting.