



**BP 7400      Travel**

References:            Education Code Section 87032;  
                              Government Code Section 11139.8

Adopted:                November 12, 2008  
Last Revised:          February 14, 2018; May 2024  
Last Reviewed:        February 14, 2018

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

Members of the Board and employees are encouraged to attend educational conferences and professional meetings when such activities improve the operation of the District or the ability of a Board member or employee to perform his or her duties more effectively. Attendance at conferences will generally be limited to permanent employees and Board members. Exceptions may be granted by the appropriate Vice President.

All proposals for international travel must be submitted to the Superintendent/President in advance of the planned activity. The Superintendent/President will review each proposal and determine approval for international student recruitment activities; all other requests for international travel will be presented to the Board for approval based on the recommendation of the Superintendent/President.

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

See Administrative Procedure 7400