

FINANCE AND ADMINISTRATIVE SERVICES

AP 6900 TRAVEL

References:

Education Code Sections 72423 and 87032

The Chief Business Officer is responsible for ensuring that the District complies with sound operating procedures regarding travel which include, but are not limited to:

- Approval and authority
- Authorized expenses
- Advance of funds
- Reimbursement

The Chief Business Officer is responsible for creating, maintaining, and communicating travel operating procedures as defined in the Finance and Administrative Services Handbook(s).

Office of Primary Responsibility: Finance and Administrative Services