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**FINANCE AND ADMINISTRATIVE SERVICES**

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**BP 6900 TRAVEL**

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**References:**

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Education Code Sections 72423 and 87032

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

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The Superintendent/President shall ensure that procedures are established regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

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All employee travel outside the United States must be approved in advance by the Governing Board.

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Also see BP 2735 titled Governing Board Member Travel

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**Date Adopted: 5/10/2011 GB**

*(Replaces current Palomar Policies 507, 507.1, 507.2, 507.3, 507.31, 507.32, 507.33, 507.34, 507.35, 507.36, and 507.4 and current Palomar Procedures 507.1, 507.2, 507.21, 507.3, 507.36, and 507.6)*