



## Memorandum

July 7, 2021

**To: All District Employees**

**From: Dr. Jack Kahn, Ph.D., Interim Superintendent/President**

**Re: Business Travel Guidance**

With the start of the new fiscal year, it is important to review Board Policy (BP) and Administrative Procedure (AP) 6900 Travel. It is also important to understand:

- Our previously held travel freeze is no longer in effect.
- The Center for Disease Control and Prevention continues to update [COVID-19 related travel guidance](#).
- As determined by the California Attorney General and under Government Code Section 11139.8, state-funded travel is banned except under limited circumstances to the following states because of laws that discriminate against members of the LGBTQ community. In addition, Palomar Community College Governing Board Resolution #17-21535 supports the determination of the California Attorney General.
  - Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas.
- Further, the Palomar Community College Governing Board will consider a resolution that aligns with the further actions of the California Attorney General to ban state-funded travel to the following additional states.
  - Arkansas, Florida, Idaho, Iowa, Montana, North Dakota, Oklahoma, South Carolina, and West Virginia

[AP 6900](#) specifically states: *The District will pay for necessary expenses for employees and trustees to attend conferences, workshops, meetings, and college and site visitations, including expense incurred for lodging, meals, gratuities, registration fees, mileage, taxi, bus, baggage transfer, bus or airport lockers, business telephone, instructional materials, car rentals, and parking fees.*

Additionally, AP 6900 states: *The [Travel Approval/Reimbursement Claim form](#) must be completed and on file with the employee's department **thirty (30) days prior to any travel**. Any forms submitted less than thirty (30) days prior to travel will require approval by the Superintendent/President or designee. The proper authorization of District travel and disclosure of estimated travels costs are necessary to ensure compliance with provisions of the District's workers' compensation policy and to ensure that availability of funds in the appropriate budget account. Travel conducted before the approved request form is on file may be denied for reimbursement.*

Furthermore, AP 6900 has specific travel reimbursement requirements. All travel related forms can be found on the [Travel Forms and Documents webpage](#). Governing Board approval is required for travel outside of the United States. In addition, even though we are no longer in a travel freeze, please consider online options in lieu of traveling to maximize our budget efficiencies.

If you have any questions regarding the travel policy of the Palomar Community College District, please contact your supervisor, or Assistant Superintendent/Vice President Ambur Borth.