

**GOVERNING BOARD**

**AP 2735 GOVERNING BOARD MEMBER TRAVEL**

**References:**

Education Code Section 72423  
Government Code Section 11139.8.

Eligibility for reimbursement of travel expenses does not guarantee reimbursement of travel expenses. The District may reimburse Trustees for necessary expenses incurred to attend conferences, workshops, meetings, and college and site visitations provided:

- the travel is authorized by the Superintendent/President;
- the appropriate Travel Approval/Reimbursement Claim form has been completed to ensure compliance with provisions of the District's workers' compensation policy, and;
- that availability of funds in the appropriate budget account have not been depleted.

Travel conducted before the approved request form is on file may be denied for reimbursement.

To support the District the Board may adopt a fixed amount annually as part of the regular budget process. Effective fiscal year 2018/19 the amount of travel monies and the manner in which these funds will be expended will be determined by the Board prior to the adoption of the final budget.

Any unexpended funds at the end of the fiscal year will be returned to the General Fund.

Reimbursement for trustee travel expenses shall follow District procedures (see AP 6900 - Travel.)

**Travel Request and Required Forms**

The Superintendent/President reviews and authorizes Trustees' travel requests.

Trustees requesting travel and meeting expenses should plan ahead to avoid unnecessary short-notice travel, late registration fees, and increased costs associated with airfare, etc.

All expenses must be properly itemized and accompanied by the necessary receipts. Requests for reimbursement are to be submitted to the Superintendent/President or their designee within 30 days from the completion of travel.

Failure to provide proof of actual expenses, normally in the form of credit card receipts, hotel receipts, itemized restaurant receipts, etc. within 30 days following travel may result in denial of reimbursement, a moratorium on future travel and/or a forfeiture of the District credit card.

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

**Expectations for board member travel**

Board members are expected to represent the public interest;

Advocate for and protect the District;

Foster a professional environment which reflects well on the District, and engenders respect for the District;

Not engage in any activity that is inconsistent with or in conflict with to their duties as an officer of the District; including the appearance of conflict of interest;

Remember that as an individual Board member they have no legal authority;

If a majority of the Board travels together they shall avoid using a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business of a specified nature that is within the subject matter jurisdiction of the Governing Board.

Upon return from travel, the Board members are encouraged to provide a written or oral report describing the content of the event attended to share with other Board members.

Office of Primary Responsibility: Superintendent/President

Also see BP 2715 Code of Ethics/Standards of Practice, BP 2720 Communication among Governing Board Members, BP 2735 Governing Board Member Travel and AP 6900 Travel.