



**BP 7400**

---

**Board Policy**  
Chapter 7 – Human Resources

---

**BP 7400 Employee Travel**

**Reference:**

Education Code Section 72423 and 87032

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

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.

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

Also see BP/AP 2735 Governing Board Member Travel and AP 7400 Employee Travel.

---

**Adopted:** 5/10/11

**Revised:** 1/13/25

**Reviewed:** 5/12/2015, 12/7/21

*(Replaces 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 Palomar Procedures 507.1, 507.2, 507.21, 507.3, 507.36, and 507.6 and all previous versions of BP 6900)*