



AP 2735

BOARD MEMBER TRAVEL

Reference:

Education Code Section 72423
Government Code Section 11139.8

Members of the Board of Trustees will have travel, conference, and meeting expenses paid whenever they travel as representatives of the District on official District business.

General Reimbursement

Trustees shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences while performing services as a Trustee for the District. Where appropriate, travel expenses such as conference registration fees will be prepaid. Reimbursement will not exceed the pre-authorized amount.

Mode of Travel

Trustees who travel by airplane, bus, or train will be reimbursed for such necessary and appropriate travel expenses incurred. Travel by personal vehicle will be reimbursed at the Internal Revenue Service's Standard Mileage Rate.

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 or meeting expenses and late registration charges.

A Travel Request will be completed by the Executive Assistant to the Board of Trustees with estimates for travel expenses. To ensure funds are available at the completion of travel, funds will be encumbered based on an estimated total cost of the travel.

Meals

Per diem meal limitations are established by the District based on the Internal Revenue Services (IRS) guidelines according to the travel destination. Trustees are responsible for the difference in cost of the actual meal charge and the established per diem limit. If meals are provided as part of the conference or registration fee, those meals may not be claimed for reimbursement. Alcoholic beverages are not



reimbursable. Alcohol consumption should be consistent with AP 3560 - Alcoholic Beverages.

Lodging

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging.

Reimbursement for expenses related to those traveling with the employee, in-room movies, alcoholic beverages, personal use items and hotel laundry are prohibited.

Transportation

Shuttles, ferry, taxi, and bus fares, bridge and road tolls, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on the claim form.

Conference Fees

Conference fees shall be reimbursed. However, the cost of conference-sponsored or unsponsored activities that are essentially entertainment or non-business shall not be reimbursed.

Travel Expense Claims

Whenever travel is properly authorized in advance and costs are incurred, a claim shall be filed by the Executive Assistant to the Board of Trustees that shows in detail all expenditures incurred. Invoices or proof of payment (receipts) should be attached to the claim for all expenditures.

The Superintendent/President, or their designee, shall be required to review and approve each travel claim. Claims should be filed within 30 days after return from travel.

Receipts

Receipts or vouchers should be submitted for every item of expense. All expenses must be properly itemized and accompanied by the necessary receipts.

Cancellation

Trustees shall notify the Executive Assistant to the Board of Trustees as soon as possible once a decision is made to cancel or modify existing travel



Date Approved: October 22, 2015

Date Revised: November 16, 2015

Legal Reference Update #31: October 2017

Date Approved: June 18, 2020