



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 2735 Board Reimbursement of Travel Expenses

**Issued: September 3, 2014
Revised: August 16, 2016
Revised: February 20, 2018**

Reference:

Education Code Sections 72423

The following general guidelines shall be followed by board members who are on official District business and shall govern the manner and to what extent board members will be reimbursed for expenses incurred while traveling or conducting District business. Receipts are required for all reimbursements (including meals) and shall accompany the Travel Request/Claim Form.

- A. Trustees shall notify the Chief Executive Officer's office of their intent to travel.
- B. The District will only reimburse the Board, including the Student Trustee on travel expenses when traveling to Community College League of California Sponsored Activities on behalf of the Board and the Association of Community College Trustees Community College National Legislative Summit.
- C. Board members shall be reimbursed for travel expenses to include transportation, lodging, and meals, seminar/conference fees, and other reasonable expenses in accordance with Administrative Procedure 7400, Employee Travel, and the applicable provisions of state law.
- D. Mileage will be paid at the prevailing District rate for use of personal vehicle. Travel by plane or other public transportation will not exceed the lowest quoted coach fare. If a trustee chooses to travel by personal vehicle, reimbursement for all expenses, i.e. mileage, meals, tolls, and parking, will not exceed the cost of the lowest quoted airfare.
- E. Board members are encouraged to report on their activities to their fellow trustees at a regular board meeting.

Non-reimbursable Expenses

The following expenses are not reimbursable: transportation or meal costs for spouse or other members of the family; alcoholic beverage expenditures; entertainment and tours not directly connected with business-related events; and any personal expenses not connected with the purpose of the business trip, such as dry cleaning, valet services, in-room movie rental services, tours, personal telephone calls, tips (other than the standard fifteen percent for meal service).