



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 2735 Board Member Travel

Issued: September 9, 2014

Reference:

Education Code Sections 72423

Members of the Board, including the student trustee shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

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 and the board president of their intention to travel.
- B. 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.
- C. 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.
- D. Board members are encouraged to report on their activities to their fellow trustees at a regular board meeting.

Nonreimbursable 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).

The CEO, in consultation with the board president and special trustee, shall prepare an annual budget for board travel. Annual travel expenses are limited to an amount of \$2,000.00 per board member per fiscal year.

Applicable Administrative Regulation:

AR 7400 Employee Travel