



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

BP 7400 Board and Employee Travel

Issued: July 20, 2010

Reference:

Education Code Sections 87032

Travel on district business must be approved by the Board of Trustees prior to the reimbursement of expenses.

Employees are authorized to travel attend conferences, meetings and other activities that are appropriate to the functions of the District provided that such travel is approved by the CEO in advance.

The CEO shall establish regulations regarding the attendance of employees at conferences, meetings, or activities. The regulations shall include authorized expenses, advance of funds, and reimbursement. The maximum reimbursement for lodging, meals and other incidentals shall not exceed the Per Diem Rates established for the current year by the U.S. General Services Administration for the area visited.

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

Applicable Administrative Regulation:

AR 7401 Reimbursement of Travel Expenses.