

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7400 Travel

References:

Education Code Sections 70902, 72423, and 87032;
BP 4300 and AP 4300 Field Trips and Excursions

The Board delegates to the Chancellor the authority to approve travel within the United States for all employees except the Chancellor; the Chancellor shall report to the Board all such approved travel on a semi-annual basis. All travel outside the United States must be approved in advance by the Board, except for demonstrated urgent business necessity.

The Board delegates to the Chancellor the authority to approve travel for the Student Trustee, subject to subsequent ratification by the Board. All travel by regular Trustees must be approved in advance by the Board,

The Chancellor may authorize travel when such travel serves the interest of the District. Requests for travel should contain evidence setting forth the basis on which the District would benefit as the result of such attendance. This Policy shall be implemented consistent with existing collective bargaining agreements.

Subject to the terms of their employment agreement, the Chancellor is authorized to attend conferences, meetings, and events that are appropriate to the functions of the District, as approved by the Board except for demonstrated urgent business necessity.

The Chancellor shall establish procedures regarding the travel of other employees. The procedures shall include authorized expenses, advancement of funds, and reimbursement.

Board members and District employees shall be reimbursed at the prevailing per-diem reimbursement rate for lodging and meals as established for Orange County, California by the federal General Services Administration (as amended from time to time), or for actual amounts reflected in an approved conference authorization request or reimbursement form. Mileage shall be reimbursed at the rate established by the Internal Revenue Service, as amended from time to time.

No District funds shall be expended on any political campaign, political action committee, business solicitation, or other such activity, even if as a part of an approved travel activity.

Adopted June 20, 1984 (BP 6971, replaced by BP 7131) Adopted
November 5, 1986 (BP 2716(A)), replaced by BP 7401) Adopted
October 16, 1985 (BP 6972, replaced by BP 7131) Adopted January
17, 1989 (BP 6974, replaced by BP 7132) Adopted November 16,
1983 (BP 7805)
Combined and Renumbered from Board Policies 2716(A), 6971, 6972, 6973, 6974,
7131, 7132, 7401, and 7805, December 2, 2013

Revised December 2, 2013
Revised February 18, 2015
Revised July 17, 2024
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