

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7400 Travel**

**References:**

Education Code Section 72423 and 87032; BP 2735 Board Member Travel; BP/AP 4300 Field Trips and Excursions

Within the financial resources of the District, the Board of Trustees encourages conference attendance by District and College representatives for institutional representation and growth as well as for professional development of the individuals concerned.

The Board may authorize attendance at meetings, conferences, and conventions when such attendance bears a direct and vital interest to the District. Requests for attendance at meetings, conferences, and/or conventions 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 his/her employment agreement, the Chancellor is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District, as approved by the Board of Trustees, except for demonstrated urgent business necessity.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Board delegates to the Chancellor the authority to approve travel for attendance at meetings and conferences within the United States. All travel outside the United States must be approved in advance by the Board of Trustees, except for demonstrated urgent business necessity.

Board Members and District Employees shall be reimbursed at the prevailing per-diem reimbursement rate for lodging and meals as established by the Federal General Services Administration, or 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, and as approved by the Board. District employees who receive a monthly travel stipend may claim mileage reimbursement only for travel outside of Orange County, with mileage calculations beginning upon exit from Orange County and terminating upon return into Orange County.

Any reimbursement for travel by private vehicle on District business must be approved by the Chancellor. Claims for mileage reimbursement must be submitted by no later than the end of the month following accrual.

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

Also see BP 2735 titled Board Member Travel and BP/AP 4300 titled Field Trips and Excursions.

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 CCCD Policies 2716(A), 6971, 6972, 6973, 6974,  
7131, 7132, 7401, and 7805, December 2, 2013

Revised December 2, 2013

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