

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2735 Board Member Travel

References:

Education Code Section 72423

BP/AP 7400 Travel

Members of the Board of Trustees are encouraged to participate in activities that increase and enhance their understanding of the community college mission and the role of trustees on a governing board. When such participation occurs, Board members are encouraged to report on their activities to their fellow trustees, at a regular board meeting. The Board of Trustees shall provide for the payment of the travel expenses of any representatives of the Board when performing services directed by the Board.

This Policy encompasses all District payments or reimbursements for transportation, meals, and lodging, as well as conference registration fees. The Board recognizes that District paid or reimbursed travel costs are a privilege and not a right. Therefore, District paid travel must be limited in amount. District paid travel must also be transparent and justified to accommodate the public interest. The Board of Trustees hereby establishes a maximum annual payment for travel expenses of \$7,000 per Trustee except in cases of travel necessitated by a Trustee serving on a committee or board of a state or national association.

Any unexpended travel funds remaining in the Board of Trustees' budget at the end of the fiscal year will be returned to the General Fund. Board Members shall not donate, transfer, or share any portion of any Trustee's annual travel allocation with any other Trustee.

Reimbursement for trustee travel expenses shall follow the same District procedures established for staff. District and college foundations shall not authorize any reimbursement for trustee travel, unless approved in advance by the Board of Trustees.

Adopted August 19, 2009

Renumbered from Board Policy 010-2-22, Fall 2010

Revised April 4, 2012

Revised March 7, 2018