



### Administrative Procedure

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#### **Administrative Procedure 1027      GOVERNING BOARD MEMBER TRAVEL**

The District shall provide direct payment and/or reimburse Governing Board members for actual, reasonable, and necessary expenses incurred in travel for District business, conferences, or professional meetings as directed by the Governing Board. Governing Board members shall make a report to the Governing Board at a regularly scheduled meeting on sessions which they attend.

Conference expense claim forms, signed by the Governing Board member, should be submitted to the District Chancellor's Office for reimbursement no later than 30 days upon returning from the trip.

Travel accommodations for accompanying partners are the responsibility of the Governing Board member. The District is responsible only for accommodations and reservations for the Governing Board member.

#### **Travel Budget Allocation**

To support such activities, the Governing Board shall adopt a fixed amount annually as part of the regular budget process. The fixed amount shall be divided into twelfths and allocated according to the following formula:

- three-twelfths designated for use by the Governing Board President (at the discretion of the Governing Board President, one of the twelfths may be allocated to Governing Board members or student trustee);
- two-twelfths designated for each of the four other elected Governing Board members; and
- one-twelfth designated for the student trustee.

#### **Airline Travel**

Reservations for travel, when possible, are to be made sufficiently in advance to ensure the lowest rate available. Should Governing Board members elect a higher fare, they must pay the difference.

#### **Lodging**

Reimbursement shall not exceed the rate for single occupancy lodging. Should Governing Board members request an upgrade or higher rate, they must pay the difference. Higher single occupancy lodging rates shall be allowed over more economical lodging rates only when the event being attended is held at the same location as the lodging accommodations.

#### **Mileage Reimbursement**

Mileage shall not be reimbursed for District business conducted within the District. Mileage shall be reimbursed for District business conducted outside the District at the same rate established for District employees. Reimbursable mileage shall be calculated from the point of origin to and/or from the destination point.

#### **Personal Expenses**

Recognizing that Government Code Section 8314 prohibits the use of public funds for personal purposes or campaign activities, Governing Board members will be reimbursed for expenses incurred while informing or making known to the citizens of the District, its educational programs and activities, those incurred, including meal expenses, while meeting with members of industry, private foundations and community organizations to support educational programs or objectives within the

District. Governing Board members should seek prior approval from the Board President to attend these types of events and have the full support of the Board.

**Other Reimbursable Expenses**

All other actual and necessary expenses shall follow the same procedures established for District employees.

Also see Business Procedure 9.22

References:

Education Code Section 72423

Government Code Section 11139.8

CCLC Administrative Procedure 2735

Adoption:

Governing Board approval – February 28, 2018