

BOARD MEMBER TRAVEL

BP No. 2735

Board Adopted: 3/13/02; 11/12/03; 5/14/14; 7/12/17

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- I. Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services for the District.
- II. Reimbursement shall be at the same rate and for the same purposes as for College employees.
- III. Each Board member must submit a travel request for each trip or conference with the Secretary of the Board. If the member does not complete the travel, he/she shall notify the Secretary of the Board and shall be responsible for reimbursing the College for the expense. Reimbursement shall not be required if it is determined by the Secretary of the Board that the member was ill or had an emergency.
- IV. Upon returning from the trip or conference, the Board member shall submit a travel reimbursement form itemizing expenses and provide an update on the professional development activity under the "Staff and Board Comments" section of the Board agenda at the next regular Board meeting.
- V. Source/Reference:

Education Code Section 72423.