

## AP 2735 Board Member Travel

### Reference:

*Education Code Section 72423;*

Board Members are encouraged to participate in meetings and conferences that are important to their roles as Trustees.

1. When a deposit is required as part of the process to reserve facilities for the Board member traveling on authorized District business, the amount of the deposit may be paid by the District in advance of the event.
2. When a Board member is traveling on authorized District business, the District will advance funds requested for such travel upon completion of the appropriate documentation submitted to the office of the Superintendent/President.
3. If a Board member requires airline or hotel reservations made, he/she should contact the Office of the Superintendent/President, which will assist in making arrangements as necessary.
4. When a Board member desires to drive his/her own car, payment for mileage will be allowed for the use of a privately owned vehicle at the current authorized rate.
5. Within 10 days after the travel is completed, the initiator will resubmit the "Claim for Absence/Travel Reimbursement" form back to District Business Services with the actual expense claimed portion completed travel form requesting reimbursement for meals and/or miscellaneous expenses. Receipts for all expenditures (excluding meals) including any pre-payments are required to be attached.
6. Upon return from travel, the Board members are encouraged to provide a written or oral report describing the content of the meeting attended to share with other Board members.