

**Human Resources**

**BP 7400 TRAVEL**

**References:**

Education Code Section 87032  
Government Code Section 11139.8

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

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. Travel to states restricted under Government Code 11139.8 may not be approved in the absence of exceptional circumstances. Any exceptions must be approved by the Chancellor.

All travel outside the United States must be approved in advance.

Employees shall be reimbursed for the use of their personal vehicles on official District business at the mileage allowance equal to that authorized by the Internal Revenue Service of the U.S. Government.

Also see BP/AP 2735 Board Member Travel.

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**Date Adopted:** July 21, 2015  
Edited November 20, 2017