

BP 7400 TRAVEL

Reference:

Education Code Section 87032

NOTE: *The following language is legally required.*

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.

NOTE: *The following language is optional.*

All travel outside the United States must be approved in advance. by the ~~Chancellor or Board of Trustees~~.

NOTE: *Recommend deletion of the second half of current CLPCCD Policy 4072 (dated 1996) due to the narrow scope/focus of the content. The language in the second half of current CLPCCD Policy 4072 is included in new BP 3810 titled Claims Against the District.*

❖ **From the current CLPCCD Policy 4072 titled Compensation: Expenses Incident to Employment**

1. Mileage Allowance

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.

~~**2. Reimbursement for Damaged Personal Property***~~

~~Employees shall be reimbursed for the costs of replacing or repairing personal property of the employee when such property is damaged in the line of duty and without the fault of the employee. If the personal property is damaged beyond repair, the actual value of the property at the time of damage shall be~~

~~reimbursed. Claims for reimbursement shall be for personal property having a value of not less than \$25.00 and not more than \$200.00 at the time of damage.~~

~~The Vice Chancellor of Business Services shall receive and review all such claims. He or she shall forward any recommendations for reimbursement or denial to the Chancellor for submittal to the Board for its action.~~

~~When an employee is reimbursed for the costs of replacing or repairing personal property of the actual value of such property, the District shall, to the extent of such reimbursement, be subrogated to any right of the employee to recover compensation for such damaged property.~~

~~3. Required Attire~~

~~All academic regalia or protective and other specialized attire required by the District shall be furnished at District cost.~~

~~*This policy is repeated in Series 3000, Policy 3515~~

NOTE: Consider moving the language in current CLPCCD Policy 4070 to new AP 7400 titled Travel due to the prescriptive detail contained therein.

❖ From the current CLPCCD Policy 4070 titled Conference and Meeting Attendance

Purpose

~~Staff members may be approved to attend conferences and meetings that contribute to the improvement of instruction, to job performance and to the overall objectives of the colleges or district. Normally they will be reimbursed the actual and necessary expenses incurred during approved and authorized attendance. Courses and workshops offered for college credit are not included.~~

The Expenditure of Funds

~~Funds spent on conference attendance will be limited to the amount in the approved conference budget of the particular organization subdivision to which the employee is assigned, or to an approved amount from the staff development account of the district. Priority consideration should be given to conferences or meetings which involve at least one of the following elements:~~

- ~~1. upgrading and updating subject matter knowledge and job skills;~~
- ~~2. articulation with high schools or four-year collegiate institutions;~~
- ~~3. participation of a staff member as an officer or program leader (advance consultation with the President is required where the office involves a long-term commitment);~~
- ~~4. necessary representation of the college at meetings involving business, industry, the professions, or government;~~
- ~~5. usefulness of the subject matter of the conference to the solution of community college problems or improvement of programs or operations;~~
- ~~6. availability of exhibits or demonstrations which cannot be duplicated on campus.~~

~~In order to maximize funds, areas, divisions and administrative offices may restrict reimbursement to a fixed amount which is less than actual and necessary expenses. The responsible administrator shall determine which staff members will be recommended to the Chancellor, Presidents, Vice Chancellors or designees for attendance at particular conferences.~~

Authorization

~~Conference and meeting attendance shall require the approval of the college Presidents, Vice Chancellors, Chancellor or designees. Out of state conferences must be approved by the Chancellor.~~

Procedures Relating to Conference Attendance

~~The procedures relating to conference and meeting attendance are located in the administrative rules and procedures.~~

NOTE: Consider moving the language in current CLPCCD Policy 3517 (dated 1998) to new AP 7400 titled Travel due to the prescriptive detail contained therein.

❖ From the current CLPCCD Policy 3517 titled Travel

~~In calculating travel, staff of the Chabot-Las Positas Community College District should use the following formula:~~

~~Maximum reimbursable mileage costs will be derived by calculating the distance between the primary assignment location and the location of the event, using the current mileage reimbursement rate.~~

[Also see BP/AP 2735 Board Member Travel](#)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current CLPCCD Policy 3517 titled Travel adopted on September 15, 1998; current CLPCCD Policy 4070 titled Conference and Meeting Attendance adopted on March 19, 1996 and revised on May 20, 2003 and June 27, 2006; and current CLPCCD Policy 4072 titled Compensation: Expenses Incident to Employment adopted on March 19, 1996. The language in **blue ink** is included for consideration. Changes in **green ink** were made on January 29, 2015.

Date Adopted:

(This policy replaces current CLPCCD Policies 3517, 4070, and 4072)

Legal Citation for BP 7400

Education Code Section 87032

87032. The governing board of a community college district shall provide for the payment of the actual and necessary expenses, including traveling expenses, of any employee of the district incurred in the course of performing services for the district, whether within or outside the district, under the direction of the governing board. The board may authorize an advance of funds to cover such necessary expense. Such advance shall be repaid or adjusted upon filing of a regular claim for the actual and necessary expenses incurred. The governing board may direct any employee of the district to attend any convention or conference or to visit schools for the discussion or observation of any school matter appertaining to the duties of the employee or any question of interest to the district.