

**Board of Trustees**

**BP 2735 BOARD MEMBER TRAVEL**

**References:**

Education Code Section 72423  
Government Code Section 11139.8

**Members of the Board of Trustees**

Members of the Board and Student Trustees shall have conference expenses paid whenever they travel as representatives of and perform services directed by the Board (Education Code Section 72423). Board Members will give a report to the Board on sessions which they attend.

Conference expense claim forms, signed by the Board Member, shall be submitted to the 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 Board Member. The District is responsible only for accommodations and reservations for the Board Member. Should the Board Member take an accompanying partner, these fees must be paid in advance.

**Airline Travel:**

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

**Hotel Accommodations:**

The most economical room available must be used. Should Board Members request an upgrade or higher rate, they must pay the difference.

**Student Trustees**

Student Trustees may be approved to attend conferences and meetings that demonstrate a direct relationship to their role as Student Trustee of the District (i.e. a similar type of conference that any other trustee would attend). If the conference or

meeting is a student-type conference, the Student Trustee would have to demonstrate that they would benefit from the conference or meeting in their contribution as a Student Trustee to the District.

Requests for travel need prior approval from the Chancellor. Travel to states restricted under Government Code 11139.8 may not be approved in the absence of exceptional circumstances.

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**Adopted:** April 16, 2013; Edited November 20, 2017

**Board Reviewed:** June 16, 2020