

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. Travel for Board members is to be approved at regularly scheduled meetings in advance of the travel when possible. Incidental travel related to community events, etc., within Kern County is authorized.
2. 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.
3. When a Board member is traveling on authorized District business, the District will advance funds requested for such travel upon completion of a District Check Request Form submitted to the office of the Superintendent/President.
4. 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.
5. When a Board member desires to drive his/her own car, payment for mileage will be allowed for the use of a privately owned automobile at the current authorized rate.
6. Upon return of the Board member's travel, he/she shall file a District expense reimbursement form through the office of the Superintendent/President itemizing the actual and necessary expenses. He/she shall be paid the actual and necessary expenses involved in the travel and shall, at the time of filing the request, return to the District any money advanced which was not expended.
7. 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.