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| Book | Board Policy |
| Section | Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws) |
| Title | Board of Trustees Travel |
| Code | BP 2735 |
| Status | Active |
| Legal | Education Code Section 72423 |
| Adopted | March 1, 2010 |
| Last Revised | July 3, 2017 |

Members of the Board may have travel and/or conference expenses paid when they travel as representatives of and perform services directed by the Board. The Board is expected to travel in an economically prudent manner.

Board of Trustees Travel Allocation

District paid travel shall be limited to the amount adopted in the annual budget, unless the adopted budget is adjusted by a vote of the trustees. Unused funds will revert to the general fund.

Newly elected trustees in their first year of service are expected to participate in the Community College League of California Effective Trustee Workshop. The cost of the Effective Trustee Workshop shall be borne by the district.

Approval for Travel

Each August, the Board will review the annual schedule of conferences and trainings, which lists in-state events that are routinely attended by trustees. No advance approval will be required for events on the annual schedule.

Advance approval by the Board of Trustees is required for out-of-state travel, travel related to service on external boards or committees, and extraordinary invitations.

Travel requiring approval will be placed on the Board agenda by the president and vice president of the Board in consultation with the chancellor.

Reimbursement for Travel

Reimbursement for trustee travel shall only be made if travel is approved as outlined in the section above. Reimbursement for trustee travel expenses shall follow district administrative procedures.

Report on Conference Participation

Board members shall provide brief reports of conference attendance and/or professional development activities at the regular meeting of the Board of Trustees that follows the activity.

[See Administrative Procedure 7400 Travel](#)

Approved 3/1/10
Amended and renumbered 8/4/14 (formerly BP 2620)
Amended 7/3/17