
Board Policy
Chapter 7 – Human Resources

BP 7400 EMPLOYEE TRAVEL

References:

Education Code Section 87032;
Government Code Section 11139.8

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

The Board of Trustees delegates to the Superintendent-President the authority to authorize travel for District employees.

The Superintendent-President 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.

Established procedures provide parameters for employee attendance at conferences, meetings, and other activities including reimbursement of authorized expenses. All travel outside the United States must be approved in advance by the Board of Trustees.

The Long Beach Community College District encourages members of the District staff to participate in off-campus professional development activities which would enhance their performance in current or future college assignments. Such participation will be supported within Board-established conference budget limitations and according to the best interests of the District.

Mileage Reimbursement

The District allows employees to use their privately owned or leased vehicles to travel off-campus for approved District related activities. Employees authorized to conduct District travel may receive reimbursement for business mileage incurred at the prevailing IRS standard rate.

Also see AP 7400 Employee Travel as well as BP/AP 2735 Board Member Travel.

Adopted: November 1, 1976 (*BP 3024*) and August 16, 1978 (*BP 3018*)

Revised: April 14, 1992 (*BP 3024*); June 23, 2009 (*BP 3018 & BP 3024*); May 22, 2019 (*BP 3024*); January 26, 2022

Reviewed: December 6, 2023