

2001. ADMINISTRATIVE REGULATIONS ON BOARD OF
TRUSTEES TRAVEL

2001.1 The Superintendent-President and the Board President shall be responsible for administering these regulations.

2001.2 The Board of Trustees will be given information on meetings, conferences, or other activities by the Superintendent-President who will recommend trustee attendance based upon the value to the District. Attendance at such activities will be in accordance with the following guidelines:

A. The Board will authorize the attendance of Trustees, including the Student Trustee, at appropriate local, regional, state, and national conferences, meetings, or other activities with due consideration given to costs and the nature of the agenda.

B. Attendance at other activities is suggested as follows:

1. When the attendance of a Trustee or Trustees is requested at special kinds of meetings or other activities, the office of the Superintendent-President will invite a Trustee or Trustees to attend.

2. When individual Trustees are appointed to committees that require occasional attendance in their capacity as a trustee, the appointment and the required travel shall be communicated to the Superintendent-President and the other members of the Board.

3. Trustees are encouraged to provide reports to the Board and the Superintendent-President on the proceedings at the meetings, conferences or other activities they attend on behalf of the District.

C. Expenses allowed will be in accordance with Board Policy and Administrative Regulations 3024, consistent with expense reimbursement for staff.

2001.3 Trustees traveling as directed by the Board must submit a Travel Authorization form for allowable expenses to the Board office prior to travel, allowing sufficient time for processing prior to the travel.

2001.4 Trustees traveling as directed by the Board must submit appropriate documentation for reimbursement of expenses in a timely manner. When allowable expenses for travel are paid for with personal funds, all required receipts or other appropriate documentation must be submitted through the Board office to facilitate reimbursement.



2001.

- A. No expenses other than allowable expenses necessary for the conduct of District business shall be claimed.
- B. Mileage for travel in excess of the normal daily commute to and from the District and not associated with a Travel Authorization form will be filed for and claimed annually through the Board office.

Adopted: August 4, 1981

Revised: March 13, 1984; January 24, 2012

