

## **TRAVEL GUIDELINES**

These travel guidelines provide additional guidance regarding travel authorization requests and supplement Board Policy [3024](#) and Administrative Regulation [3024](#).

### **DESCRIPTION OF CONFERENCE AND BENEFITS OF ATTENDANCE/OUT-OF-STATE TRAVEL**

All travel and conference requests, regardless of funding source, must contain a brief description of the conference and how the conference supports the goals and purposes of LBCC and the applicant's roles and responsibilities. In addition, all out-of-state travel requests must contain an explanation that no opportunity is available in California that provides similar information. This description should be provided on the travel authorization form in the area entitled, "REASON FOR ATTENDING." A separate document may be attached as necessary.

To simplify, all applicants should provide an answer to question no. 1 below. All applicants for out-of-state travel should provide an answer to question no. 2.

1. What is the purpose of travel? Why is attending this conference necessary to support LBCC and my role and responsibilities at LBCC?
2. If requesting out-of-state travel, please explain why a similar in-state training/conference is not available.

Please note that all out-of-state travel requests require Executive Cabinet approval, in addition to the area vice president. Applicants should allow additional time for Cabinet review of out-of-state travel.

### **MULTIPLE APPLICANTS FOR A SINGLE EVENT**

When requesting approval for multiple applicants to attend a single event, rationale for the attendance of multiple applicants must be provided on the travel authorization form in the area entitled, "REASON FOR ATTENDING." A separate document with the rationale may be attached as necessary.

The rationale should address why the physical attendance of multiple applicants is necessary and cannot be substituted by a single attendee sharing the information gained. Consideration should also be given to bringing the information and training opportunity to LBCC and providing to multiple attendees at LBCC as a more cost-effective option. All conference attendees are expected to bring back information gained and share that information with others.

## **MULTIPLE TRAVEL REQUESTS FOR A SINGLE APPLICANT**

Multiple travel requests by a single applicant must include an explanation of the need for that applicant to travel on multiple occasions during a single fiscal year. This description should be provided on the travel authorization form in the area entitled, "REASON FOR ATTENDING." A separate document may be attached as necessary.

For example, an applicant who serves on a state-level committee may describe the attendance at multiple committee events as critical to the purpose of the committee. It should be noted that service on that committee should have been properly approved by the area vice president with a finding that service on the committee serves the goals and purpose of LBCC and the applicant is the best person to serve on the committee. Other rationale and needs for multiple travel requests by a single applicant should be similarly presented. In most cases, travel will be limited to a single event per applicant, as budget allows and subject to the approvals detailed in Regulation 3024.