

## AP 2735 Board Member Travel

Reference:

### *Education Code Section 72423*

1. The amount of travel monies and the manner in which these funds will be expended will be determined by the Board prior to the adoption of the final budget.
2. Each member will submit a travel plan for the year (excluding advocacy).
3. Board member requests will be considered when the Board Travel Budget is established at the time of the tentative budget review, and prior travel claims have been submitted to the District.
4. No further approval, other than on the agenda as a travel authorization, will be necessary as long as the travel is within the budget limitations.
5. When a Board member wishes to travel on authorized District business, the Board member must submit a completed Request for Travel Authorization form (copy attached) to the Chief Executive Officer of the District for signature prior to initiating the trip in order to ensure coverage by insurance.
6. When a deposit is required as a part of the process of reserving facilities for the Board member traveling on authorized District business, the amount of that deposit may be paid by the District in advance of the meeting.
7. When a Board member is traveling on authorized District business, the District will advance funds requested for such travel on the Request for Travel Authorization form if the travel request is accompanied by a "Request for Advance Funds" form.
8. If a Board member needs airline or hotel reservations made, he/she should contact the Office of the Chief Executive Officer of the District. The Chief Executive Officer of the District's staff will assist in making arrangements, if necessary.
9. 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 currently authorized rate.
10. Within 30 days of a Board member's return from authorized travel, he/she shall file a "Request for Reimbursement-Mileage and Expense" form through the office of the Chief Executive Officer of the District, itemizing actual and necessary expenses. The Request for Reimbursement-Mileage and Expense form should be accompanied by original receipts (except in the case of portage, taxi, or other minor services where receipts are not issued.) If receipts are not submitted by 30 days after the applicable fiscal year end (June 30), the claim for reimbursement will be forfeited. If a Board member submits a Travel Authorization with estimated costs, and later determines they will not be requesting reimbursement, within 30 days after the return from the authorized travel, the member must notify the District that reimbursement will not be requested.
11. Failure to provide proof of actual expenses, normally in the form of credit card receipts, hotel receipts, restaurant receipts, etc. in the time allotted (30 days) will result in a moratorium on future travel and District paid event attendance.
12. He/she shall be paid the actual and necessary expenses involved in the travel and shall, at the time of filing of the request, return to the District any money advanced which was not expended.
13. The Board will review its travel expenditures and reporting thereof on a semi-annual basis. Board member travel and meeting expenses must be able to withstand the test of external audit and occasional grand jury reviews.

14. In order to ensure that the Board's ability to monitor and manage its travel budget is enhanced, travel reimbursement forms should be completed in the manner described in #5 above.
15. Upon return from travel, the Board members will provide a written report summarizing the content of the meeting/conference attended.

*Approved 2/24/10*