



Policy 39-00 Travel
Sponsor: District Governing Board

Policy

District Governing Board travel for official College business is subject to Policy 201 and Procedure 201-01. Board travel may include, but is not limited to, visits to official state meetings, Board meetings, national trustee conferences, and professional development conferences or training seminars.

All travel is to be requested, authorized, scheduled, logged, and reimbursed according to College Procedure 201 and other applicable procedures established for College employees. The College follows IRS Lodging and Meal rates for reimbursement, which are available online at: <https://www.gsa.gov/travel?topnav=travel#tab--perdiem-tab>.

The Board acknowledges the need for Board education and advocacy as expressed in College Policy 91-00. These needs must be balanced with fiscal responsibility. To this end, the Board shall establish its meeting, retreat, and travel priorities at its annual January meeting as part of the College's budget development process. The Board shall:

1. Determine the level of funding available for Board travel and retreat expenses.
2. Establish an annual schedule of authorized travel events for Board members.
3. Assign Board members to events fairly and equitably.
4. Board members who wish to represent the College on a state-wide or national committee shall obtain prior approval from the Board Chair or his/her designee. The Board Chair may grant approval for participation without formal approval from the full Board.

Policy History

09/16/2009	New and Approved by the District Governing Board
11/18/2020	Revised and approved by the District Governing Board
03/24/2021	Revised and approved by the District Governing Board
02/27/2024	Revised and approved by the District Governing Board
07/02/2025	Revised Sponsor from Office of the President and DGB to District Governing Board
11/19/2025	Revised and approved by the District Governing Board

Legal Review

03/25/2009
11/10/2025