



Board Policy
Chapter 7 – Human Resources

BP 7400 TRAVEL, CONFERENCE, WORKSHOPS AND MEETING ATTENDANCE

Travel, Meetings, and Conferences

The Board of Trustees under the provisions of Education Code Section 87032 hereby delegates authorization to the Superintendent/President or designee to approve or deny requests for travel, meetings, and conferences. Guidelines for conferences and travel expenses shall be set forth in administrative regulations.

Conferences, Workshops and Meeting Attendance

Conferences, workshops, meetings and college visitations are conducted to enable employees to keep in touch with developments and trends in college administration, college operations, curriculum instruction, business management, and advancing student success.

The primary purpose of attendance at conferences, workshops, and meetings is to assist the staff to better serve the students and the District through sharing information and experience with board members and staff from other districts.

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

The Superintendent/President shall establish administrative regulations regarding the attendance of other employees at conferences, meetings, or activities. The regulations shall include authorized expenses, advance of funds, and reimbursement.

Mileage Reimbursement

This District will provide transportation for staff or pay mileage whenever staff members are approved to use their vehicle for approved District business. The mileage rate shall be the current Federal rate as published by the U.S. Internal Revenue Service. Guidelines for employee driver license and insurance requirements shall be set forth in administrative regulations.

Also see BP/AR 2735 Board Member Travel, BP/AR 4300 Field Trips and Excursions, BP/AR 6530 District Vehicles, and AR 7400 Travel.

Reference: Education Code Section 87032

Adopted: August 7, 2000 (for BP 6235 and BP 6236) and July 9, 2001 (for BP 3133)

Revised: August 7, 2018

(Replaces SMC BP 3133, BP 6235, and BP 6236)