



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 7400 Employee Travel

**Issued: July 20, 2010
Revised: September 3, 2014**

Reference:

Education Code Sections 87032

Employees are authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District provided that such travel is approved by the CEO *or designee in advance*.

The CEO shall establish regulations regarding the attendance of employees at conferences, meetings, or activities. The regulations shall include authorized expenses, advance of funds, and reimbursement. The maximum reimbursement for lodging, meals and other incidentals shall not exceed the Per Diem Rates established for the current year by the U.S. General Services Administration for the area visited.

All travel outside the United States must be approved in advance by the *Board of Trustees*. *Travel will normally be limited to meetings held within the United States. The CEO shall promulgate regulations for securing authorization for travel expenditures and the securing of advances for said expenditures.*

Applicable Administrative Regulation:

AR 7400 Reimbursement of Travel Expenses.