

**Human Resources**

**BP 7400 TRAVEL**

**References:**

Education Code Section 72423

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

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance.

Employees shall be reimbursed for the use of their personal vehicles on official District business at the mileage allowance equal to that authorized by the Internal Revenue Service of the U.S. Government.

Also see BP 2735 Board Member Travel.

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**Adopted:** July 21, 2015; Edited November 20, 2017

**Board Reviewed:** April 16, 2024