



Board Policy
Chapter 2 – Board of Trustees

BP 2735 BOARD MEMBER TRAVEL

Attendance at meetings and conferences related to educational or college matters shall be encouraged for the professional growth of members of the Board of Trustees and benefit to the District. Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services as a member of the Board of Trustees. Members of the Board of Trustees are hereby authorized to attend the following meetings and conferences and be reimbursed for related actual and necessary expenses.

Within the State of California

- Meetings called by the Chancellor of the California Community Colleges
- Regular or committee meetings of the California Legislature
- Meetings or conferences of any society, association, or organization for which the Board of Trustees has approved membership
- Meetings of accreditation, councils, or commissions of California public agencies or related federal agencies
- Visits to colleges in the State of California for the discussion of any college matter of interest to the District
- Any meeting within the state deemed by the Board to relate to community college matters

Out of State

- Meetings with representatives of the United States Government to discuss District business
- Attendance at conferences concerned with educational legislation of federal appropriations to community colleges
- Any deemed by the Board to relate to community college matters
- Meetings recommended by the Superintendent/President

All necessary actual and necessary expenses of attending such meetings, including transportation, meals, lodging and registration fees shall be a charge against District funds up to the limit of funds provided for the Board. An advance of these funds may be authorized, with the advance to be repaid or adjusted upon the filing of a regular claim for actual expenses incurred.

The Superintendent/President shall be notified of all such meetings to be attended by members of the Board of Trustees. Board members will share information regarding the meetings with the Superintendent/President and/or the Board of Trustees as appropriate, for the benefit of the Board of Trustees, the college, and the public.

An excused absence from a regular or special meeting of the Board of Trustees because of attendance at such meetings and/or conferences shall be requested no later than the next regular meeting of the Board of Trustees.

Student Trustee

The Student Trustee is authorized to attend and be reimbursed for expenses incurred for attendance at the following conferences:

- CCCT Student Trustee Orientation
- CCCT Annual Conference
- CCCT Legislative and New Trustee Orientation Conference,
- Other trustee conferences as approved in advance by the Superintendent/ President

Board members will be covered under the District travel insurance policy while engaging in District business.

Also see BP/AR 6540 Insurance and BP/AR 7400 Employee Travel

Reference:

Education Code Section 72423

Adopted: May 1, 2000

Revised: June 6, 2017

(Replaces former SMC BP 1340 and BP 1414)