

Members of the board of trustees, including the student trustee, are encouraged to attend educational conferences, professional meetings, college, and foundation events when the purpose of such activities is to improve the operation of the district and to enhance board governance and trustee knowledge.

The following general guidelines shall be followed by board members who are on official college business and shall govern the manner and to what extent board members will be reimbursed for expenses incurred while traveling or conducting college business. Receipts are required for all reimbursements, with the exception of meals, and shall accompany the Travel Request/Claim Form (B-86). Administrative Procedure 7400: Employee Travel outlines allowances and the process to follow for the meal per diem.

- A. Trustees shall notify the superintendent/president's office and the board president of their intention to travel.
- B. Board members shall be reimbursed for travel expenses to include transportation, lodging, and meals, seminar/conference fees, and other reasonable expenses in accordance with Administrative Procedure 7400, Employee Travel, and the applicable provisions of state law.
- C. Mileage will be paid at the prevailing college rate for use of personal vehicle. Travel by plane or other public transportation will not exceed the lowest quoted coach fare. If a trustee chooses to travel by personal vehicle, reimbursement for all expenses, i.e. mileage, meals, tolls, and parking, will not exceed the cost of the lowest quoted airfare.
- D. Board members are encouraged to report on their activities to their fellow trustees at a regular board meeting.

### **Non-reimbursable Expenses**

The following expenses are not reimbursable: transportation or meal costs for spouse or other members of the family; alcoholic beverage expenditures; entertainment and tours not directly connected with business-related events; and any personal expenses not connected with the purpose of the business trip, such as dry cleaning, valet services, in-room movie rental services, tours, personal telephone calls, tips (other than the standard 18 percent for meal service).

The superintendent/president, in consultation with the board president, shall prepare an annual budget for board travel.

The board president, in conjunction with the superintendent/president, shall prepare a list of conferences and other activities that board members may wish to attend or will assist board members in their continuing education and fulfillment toward the mission of the district.