

**Overview**

MiraCosta Community College District's policy is to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the district. Travel will normally be limited to meetings held within the United States.

**Authorization and Responsibility**

The superintendent/president shall establish authorization for travel expenditures and publicize procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include prepaid travel, travel advances, reimbursements, and travel expense claims.

The superintendent/president is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the district.

All travel outside of California must be approved in advance by the superintendent/president.

For prepaid travel or travel advances, employee travel must be authorized at least 14 days in advance of the travel. Unauthorized absence from work is not covered by liability insurance policies.

See Administrative Procedure 7400.