

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY MANUAL**

<b>Title:</b> <b>DISTRICT TRAVEL</b>	<b>Number:</b> <b>BP 2.19</b>
<b>Legal Authority:</b> <b>Education Code Section 87032</b>	

Members of the Board of Trustees and employees are authorized to travel to attend conferences, meetings, professional development and other activities outside the boundaries of the district that are appropriate to the functions of the District provided such attendance is authorized in advance.

Out of state travel and international travel by employees and the Board of Trustees, requires advance approval by the Board of Trustees. Travel by the Chancellor shall be approved or ratified by the Board President. The Chancellor is delegated the authority to approve, or delegate the approval, of all other travel. The Chancellor is delegated the responsibility to approve travel normally requiring advance Board approval if the Chancellor determines that the trip is imperative and could not have been anticipated sufficiently in advance for regular board meeting approval.

Notwithstanding the above, faculty travel paid by the Academic Senate Faculty Travel Fund shall be approved pursuant to the Faculty Travel Document.

Procedures shall be established for students and student employees.

Members of the Board and employees shall be reimbursed for actual, reasonable and necessary expenses arising from discharge of their official duties.

The Chancellor shall establish administrative procedures regarding travel. The procedures shall include the documentation of the purpose of the travel.

Approved by District Board of Trustees:12/15/16 Recommended by Participatory Governance Council on 10/20/2016
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