

**10/1/14 CHC Academic Senate
BP/AP COMMENT FORM**

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BPs: 2735, 5030, 7400

APs: 2735, 5030, 7400

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| BP 2735 – Board Member Travel | Denise Allen-Hoyt Ed Policy CHC | No issues | |
| AP 2735 | ED Policy CHC | No issues | |
| | | Line 47 should read per diem rates for the area in question. The rates vary a lot between counties. San Bernardino County generally is a lot lower than Los Angeles. Line 61: the business related should be inserted before the statement “internet access fees; fax fees and business related phone usage.” | |
| AP 2735 – Board Member Travel | Denise Allen-Hoyt | Line 18 – Add the same language that is in AP 7400 - The required use of a personal vehicle in the performance of a board member’s duty. (The Board members have chosen to serve as members of the elected Board as such, they should be willing to use their personal vehicle to attend the regularly scheduled and special meetings within the district without reimbursement. As is the expectation for every other district employee. STRIKE SECTION C Lines 27-33 - Line 61-62 – Modify to match AP 7400: Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees and fax fees and business related phone usage (strike last 5 words in line 62) | |

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| | | <p>Modify Lines 65-69 to match AP 7400: Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms. Receipt is required.</p> <p>Modify Lines 72 -77 to match AP 7400: Registration/Conference Fees Registration fees are authorized. Conference fees for business related events only shall be reimbursed. Receipts are required</p> <p>Modify Lines 104 to match AP 7400: Reasonable portorage or baggage handling costs are allowed. Receipt is required.</p> | |
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| BP 5030 - Fees | Denise Allen | No issues – other than specific funds are listed in the BP including enrollment fee, auditing fees, health fee, parking fee, Instructional materials, physical education facilities fee, Student representation fee, Student transportation costs, transcript fees, international students application processing fee – if these are also covered in the AP, then they would not necessarily be need in the BP unless it is required by law. | |
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| AP 5030 – Fees | | No issues – support the addition of the red text – and the recommendation that local practice be inserted on line 107 – also any fees that have changed should be updated. (from BP?) | |
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| BP 7400 - Travel | Denise Allen-Hoyt | Line 18 - Add the following language to the end of the line. The chancellor shall abide by all established procedures regarding the attendance at conferences, meetings, or activities, including authorized expenses, advance of funds, and reimbursement. | |
| BP 7400 - Travel | Ed Policy, CHC | Agree with Denise's comment above. Also, is it appropriate or possible for the chancellor to at least have some body, such as the board, to oversee or approve travel ahead of time like everyone else in the district? | |
| AP 7400 - Travel | Denise Allen-Hoyt | Line 177 – Add the following language to match AP 2735 - Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees and fax fees Lines 137-147 – Strike as has been done in AP 2735 | |
| AP 7400 Travel | | Agree with comments from Denise above. | |
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