
San Bernardino Community College District
Board Policy
Chapter 7 – Human Resources

BP 7400 TRAVEL

(Replaces current SBCCD BP 7400)

NOTE: *The following language in red ink is legally required.*

❖ **From current SBCCD BP 7400 titled Travel**

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor is ~~responsible for establishing~~ shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the state of California and with expenses over \$1,000 must be approved in advance by the Board.

Reference: Education Code Section 87032

NOTE: *The language in red ink is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD BP 7400 titled Travel adopted on 10/11/07. The language in blue ink is included for consideration.*

Adopted: 10/11/07

Revised:

Legal Citation for BP 7400

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Education Code Section 87032

40 **87032.** The governing board of a community college district
41 shall provide for the payment of the actual and necessary
42 expenses, including traveling expenses, of any employee of the
43 district incurred in the course of performing services for the
44 district, whether within or outside the district, under the
45 direction of the governing board. The board may authorize an
46 advance of funds to cover such necessary expense. Such advance
47 shall be repaid or adjusted upon filing of a regular claim for
48 the actual and necessary expenses incurred. The governing board
49 may direct any employee of the district to attend any convention
50 or conference or to visit schools for the discussion or
51 observation of any school matter appertaining to the duties of
52 the employee or any question of interest to the district.