
San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2735 BOARD MEMBER TRAVEL

(Replaces current SBCCD AP 2250)

❖ **From current SBCCD AP 2250 titled Board Travel**

A. Definition

Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.

B. Approval

Any travel, which involves reimbursable expenses in excess of \$1,000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.

C. Mileage Reimbursement for Board Meetings

~~Each member of the Board may be reimbursed for mileage necessary to attend regular and special meetings of the Board for any trip in excess of ten miles. Reimbursement shall be at the same rate paid to employees of the State Chancellor's Office as of July 1 each year. The Board President of the Board shall sign claims for other Board members as designated. (It is recommended that the rate be determined by IRS reimbursement schedules).~~

D. General Reimbursement

Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.

E. Meals and Incidentals

~~Reimbursement shall be based upon actual and necessary meal costs. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation prescribed herein, only the actual amount may be claimed.~~

45 ~~Reimbursement for meals shall not exceed \$50.00 per day. Alcoholic beverages~~
46 ~~are not reimbursable.~~ Maximum reimbursement shall be based upon flat-rate daily
47 per diem rates for the Los Angeles-Orange County area as established by the U.S.
48 General Services Administration (www.gsa.gov/perdiem). The applicable GSA
49 daily per diem rates shall apply for first and last days of travel, and for full days of
50 travel. The rates shall be updated in accordance with GSA per diem adjustments,
51 which normally occur annually. Reimbursement shall be based upon actual and
52 necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is
53 20% of allowable meal expenses and taxes. Receipts are required.

54 **F. Banquets**

55 ~~A banquet, breakfast, luncheon, or dinner, which is an official part of a~~
56 ~~conference and for which there is a prescribed fee, may exceed a meal limitation~~
57 ~~amount as previously designated and may be reimbursed at actual cost.~~

58
59 **G. E. Lodging**

60 Lodging shall be reimbursed for authorized overnight travel. Reimbursement
61 shall not exceed the rate for single occupancy lodging. Reimbursable lodging
62 expense include room rental charges, fees and taxes; internet access fees; fax
63 fees and business related phone usage.

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66 **H. G. Transportation**

67 Private or other mode of transportation shall not exceed the lowest of air
68 transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge
69 and road tolls, or parking charges incurred while on approved travel may be
70 claimed for reimbursement when properly itemized on claim forms.

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72 **I. H. Registration**

73 Registration fees are authorized.

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75 **J. I. Conference Fees**

76 Conference fees for specific events shall be reimbursed, except cost of
77 conference-sponsored or unsponsored activities, which are essentially
78 entertainment, or nonbusiness shall not be reimbursed.

79
80 **K. J. Travel Claims**

81 1. Whenever travel is properly authorized and costs are incurred, a claim may
82 be filed using a standard Purchase Requisition and Travel Claim Form, which
83 shows in detail all expenditures, incurred. Invoices or proof of payment
84 (receipts) shall be attached to the claim for all expenditures except mileage.

85
86 2. The claimant shall certify by signature that all amounts claimed were actual
87 and necessary. The Chancellor, or his/her designee, shall be required to
88 review and approve each travel claim. Claims shall be filed within thirty (30)
89 days after return from travel.

91 L. **K. Travel Advances**

92 1. A travel advance must be requested on the Travel Claim Form and requires
93 approval by the Chancellor or his/her designee. A travel advance shall not
94 exceed 80% of the anticipated expense unless conference literature, travel
95 reservations, and hotel brochures are submitted which indicate actual cost, in
96 which case a request for 100% will be considered.

97
98 2. All advances must be followed by a resubmission of the Travel Claim Form
99 within thirty (30) days after completion of travel whether or not the claim exceeds
100 the advance. An advance made shall be deducted from the subsequent travel
101 claim. If an advance exceeds actual cost, the claimant shall reimburse the
102 District for the excess amount within the thirty (30) days prescribed above.

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104 M. **L. Porterage**

105 Reasonable portorage or baggage handling costs is allowed.

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107 ~~N. **Incidentals**~~

108 ~~Other incidental minor costs, as claimed, may be approved by the Chancellor or~~
109 ~~his designee, provided such other costs are explained in detail and do not~~
110 ~~include personal expenses such as toothpaste, razor blades, or laundry.~~

111
112 ~~O. **Telephone**~~

113 ~~Telephone or telegram expenses are permitted for college business purposes~~
114 ~~only.~~

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116 P. **M. Out-of-State Travel**

117 All out-of-state travel shall receive prior authorization by the Board. The request
118 shall be accompanied by a complete explanation of the college business purpose
119 to be served.

120
121 **Reference:** [Education Code Section 72423](#)

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123
124 **NOTE:** The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure
125 Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current
126 SBCCD AP 2250 titled Board Travel approved in 1/08. The language in **green ink** reflects revisions from
127 the Chancellor's Office on 2/24/14. The language in **blue ink** reflects revisions from Tim Oliver in the
128 Fiscal Services Office on 5/23/14. This document was reviewed by the Board Policy Work Group on
129 7/2/14. **Green highlights** are recommendations from the District Assembly Work Group

130

Approved: 1/08

Revised:

Legal Citation for AP 2735

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EDUCATION CODE SECTION 72423

72423. The governing board of each community college district shall provide for the payment of the travel expenses of any representatives of the board when performing services directed by the board.