

## **Travel Authorization**

**4175**

The final authority to approve travel for staff members rests with the Board. However, the Board by this policy delegates to the Chancellor authority to approve travel of staff members. The approval of warrants of reimbursement for expenses incurred will serve as ratification of all such travel. The following guidelines will be used by the Chancellor in authorizing travel:

1. The number of staff members to be away from a campus at any one time shall be controlled so that no department will be depleted below effectiveness.
2. The duties of a staff member while away will be normally covered by other staff members when necessary.
3. The opportunity to attend conventions and professional meetings will be distributed as broadly as possible.
4. The Chancellor delegates to an employee's immediate supervising manager the authority to approve all requests for travel.
5. Travel authorization will generally be limited for one of the following purposes:
  - a. Transact business of the District, such as consideration of items for procurement, contact with community and governmental groups and agencies, business/financial contractual negotiations and travel between properties owned or used by the District.
  - b. Attend educational and professional meetings, such as subject matter meetings, educational conventions, professional organization conferences, and committee meetings.
  - c. Attend meetings related to legislative matters important to the District, such as legislative hearings and sessions, and committee and other meetings of professional organizations working on legislation.
  - d. Travel with student groups and for student activities, such as all travel with teams, clubs, and student government groups, travel to chaperone student activities, travel to arrange for all such student activities, travel on field trips, and travel to recruit students.

Education Code Sections 71040, 87032

Approved 12/14/60  
Amended 2/20/61, 6/6/66, 3/24/71, 10/6/71, 8/29/94; 11/18/96