

## **Board of Trustees Agenda Item**

**Board Meeting Date:** March 1, 2010

**Title of Item:** Board Policy 4176 International Travel (2<sup>nd</sup> Reading)

### **Background and Analysis:**

In reviewing the Board policies, staff determined that there was not a specific Board Policy addressing International Travel. As a result of this, a policy was drafted (attached) which provides for specific approval for international travel of staff or trustees. This policy does not apply to staff who work within the International Student program who regularly travel internationally in the course of their job assignments. It would apply however, to any other staff members or trustees who do not work in the International Student program even if they are travelling in conjunction with that program. This policy would also exempt employees who teach in the Campus Abroad program which is an established part of the curriculum.

The proposed policy was reviewed by the Board of Trustees at the February 1 meeting. A few changes were recommended which can be seen in the attached policy. This revised policy is recommended for adoption by the Board.

**Recommendation:** Adopt BP 4176, International Travel

Submitted by: Linda Thor, ext. 6104
Additional contact names:
Is backup provided? Yes

**DRAFT**

**International Travel**

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**4176**

The Board of Trustees recognizes that there is an occasional ~~a~~ need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and ~~the Campus Abroad~~ approved academic programs at FHDA, the Board of Trustees, in advance of the travel, must approve all international travel, which is funded from General Fund.

Board of Trustees 2<sup>nd</sup> Reading 3/1/10