

# BOARD POLICY

2735

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD MEMBER TRAVEL

The Board encourages its members to participate in conferences, meetings, and similar activities that are beneficial to the enhancement of the District's programs and services. The Board must approve conference attendance for Board members.

Board members shall have travel expenses paid for conferences and/or meetings sponsored by outside agencies whenever they travel as representatives of and perform services directed by the Board. Expenses shall be reimbursed according to the limits established in Board Policy and Administrative Regulation 7400 – *Employee Travel Program*.

Board members shall have mileage reimbursed when they travel while performing their official duties at District-sponsored events, when invited to attend as a representative of the Board, or when authorized by the Chancellor for business-related activities. The District shall follow Internal Revenue Service (IRS) guidelines for determining the prevailing IRS standard rate used in reimbursement and the taxability of mileage reimbursements. Mileage reimbursement claims must be submitted monthly for the previous month within 15 days of month end and be accompanied by appropriate documentation.

### *References:*

*Education Code Section 72423*

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