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 increase and enhance their understanding of the community college mission, the District's programs and services, and the role of trustees, including serving as advocates for, and representatives of, the District.

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* under the following conditions:

1. The Board member attends and participates in a substantial portion of the approved conference or event, and
2. The Board member provides an overview of what was learned to the other Board members at the next regularly scheduled Board meeting either orally or written.

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.

Reference:

Education Code Section 72423