

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2735 BOARD MEMBER TRAVEL

Reference: Education Code Section 72423

Whenever Board members travel to sanctioned events such as; retreats, conferences, and workshops they are expected to participate fully.

Board members will complete and submit an Application for Travel Authorization stating the date, time, location and expectation for attending conference to the Superintendent/President's Office with the following information:

- Conference Registration Fee
- Lodging Fee
- Meals (\$40.00 per diem)
- Transportation Fee
- Car Rental Rate
- Mileage (per Federal Mileage Rate)
- Other possible expenses (Tips, Telephone, Internet, Gas for Rental Car)

After returning from the sanctioned event, Board members will submit expense reports itemizing each expenditure and include original receipts.

Board Approved 03/17/09