

**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 notify the Superintendent/President's Office of a travel request. Such notification shall include the date, time, location and expected outcome of attendance.

The Superintendent/President's Office will submit a travel requisition on behalf of each traveling Board member.

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

Board Approved	03/17/09
Desk Review	03/19/13
Desk Review	10/21/15
Revised	02/02/16
Desk Review	03/14/19