



**BP 7400 TRAVEL AND CONFERENCE**

**References:**

Education Code Section 87032;  
Government Code Section 11139.8

The Superintendent/President shall establish procedures regarding the attendance of District employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The District shall reimburse, to the extent possible within budget, expenses incurred by members of the Board, employees, and students for pre-approved travel, conferences, and meetings of professional and educational organizations and associations. Travel and/or attendance at conferences and meetings shall be accomplished in as economical a manner as is practical. Reimbursement will be governed by Internal Revenue Service guidelines and District procedures covering conference attendance and travel.

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.

With respect to participation in conferences, meetings or activities authorized by this policy, district employees shall not travel to any state identified by the California Attorney General that has enacted a law that authorizes or requires discrimination against same-sex couples or their family members or on the basis of sexual orientation, gender identity, or gender expression. Some exceptions apply as outlined in Government Code § 11139.8.

Also see BP/AP 2735 Board Member Travel.

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Date Adopted: April 28, 2016  
Legal Reference Update #31: October 2017  
Reviewed/Readopted: September 13, 2018