

# **BP 6395 Business Travel**

## **Reference:**

Education Code Section 87032

1. The CEO is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.
2. The CEO shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.
3. All travel outside the United States must be approved in advance by the Board. This policy will provide for:
  - Mileage in connection with school business;
  - Conference attendance and other business travel;
  - Attendance at Events and Activities
  - Additional provisions for international travel;
  - Use of District vehicles for business travel;
  - Use of Personal vehicle for business travel;
  - Use of Rental vehicle for business travel.
  - Personnel Considerations

**See Administrative Procedure 6395**

**Approved 9/11/13**

**Reviewed 11/21/17**

**Next Review Date: Fall 2023**