

Glendale Community College District

**7400**

Board Policy

**TRAVEL**

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

The Superintendent/President 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.

- Travel within the State of California, after obtaining approval from proper channels, is to be submitted to the appropriate Vice President or Superintendent/President for consideration of approval.
- Travel outside of the State of California, but within the country, after obtaining approval from proper channels, is to be submitted to the Superintendent/President for consideration of approval.
- All travel outside the United States must be approved in advance by the Board of Trustees.
- All reimbursement of travel will be Board approved.

Reference:

- Education Code Section 87032

See Administrative Regulation 7400

Adopted: 7/10/73

Reviewed: 1/13/17; 8/28/20

Revised: 8/6/74; 1/11/77; 12/13/77; 3/31/83; 6/14/93; 4/20/09