Travel and Conference

Date Adopted: 5/14/1985
Date Revised: 11/16/2004
Date Reviewed: 11/9/2004
References: Education Code Section 87032

This policy sets forth the intent of the Sierra Joint Community College District to provide funds for necessary travel, conferences, and meeting expenditures of the staff. No funds shall be expended unless the individual involved is professionally enriched in any manner which will benefit both the individual and the District through the knowledge or information gained, or when such travel is deemed to be necessary in the discharge of the individual’s stated duties in the service of the District.

Travel requests shall be approved for the most economical mode of transportation. In no case shall the costs for the mode of transportation approved exceed that of regularly scheduled air fare unless authorized by the Superintendent/President in emergencies.

Air travel is the preferred method of travel unless not economically feasible.

District vehicles should be used whenever possible and use of personal vehicles should have prior approval/authorization from the appropriate supervisor. The rate of compensation for the use of personal vehicles in the service of the District shall be at the rate specified in the guidelines from the Internal Revenue Services (IRS) which are adjusted/established in January of each year. Compensation for miles traveled by automobile shall not exceed cost of air travel, cab fare, and airport parking fees.

Expenses for hotels, meals, registration fees, necessary taxis, telephone calls, and other miscellaneous travel costs shall be reimbursed if approved prior to being incurred. Administrative procedures for reimbursement of these expenses shall be developed.

The Superintendent/President shall develop regulations setting forth procedures for approval of expenditures authorized by this policy. Such procedures may include requirements for class and duty coverage and timelines for approval.

See Administrative Procedure 6530 and 6532; Board Policy 6530.