

Human Resources

**BP 7400 TRAVEL**

**References:**

Education Code Section 87032

The Superintendent/President is authorized to attend conferences, meetings, and other travel-related 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 travel-related activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board of Trustees.

All travel outside the state of California must be approved in advance by the Superintendent/ President.

*Also see BP 2725 Board Member Travel*

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Date Adopted: June 19, 2012 (*Replaced College of Marin Policy 6.0009*)

Date Reviewed: January 17, 2017

**Date Revised:** June 20, 2023