

AP 2735 Board Member Travel and Meeting Expense

Reference:

Education Code Section 72423; VCCCD Travel and Mileage Procedures

Members of the Board shall have travel and meeting expenses paid whenever they travel as representatives of and perform services directed and approved by the Board. It is the District's policy to reimburse Board members for out-of-pocket and direct expenses incurred while traveling on official District business in accordance with BP 2735. A clear linkage to the District mission must be demonstrated for the request to warrant Board approval. Travel procedures and reimbursement limits are the same for members of the Board as for District employees.

Travel Request and Required Forms

- Board Members requesting travel and meeting expenses should plan ahead to avoid unnecessary short-notice travel or meeting expenses, and late registration charges. A Travel Request Form #14001 must be submitted to the Chancellor at least 30 days prior to the date of travel. This will allow time for review and action on the member's travel request at the next regularly scheduled public Board meeting. Board-approved forms must be received by the Accounts Payable Department at the District Administration Center at least 15 working days prior to the date of travel or payment deadline for any advanced or prepayments to vendors.
- Mileage incurred in conjunction with travel expenses must be claimed on the District's Travel Request form. The standard mileage rate for the use of a personal vehicle is the IRS rate for business miles driven. Reimbursement for mileage with no other associated expenses should be claimed on a Mileage Reimbursement Claim Form #14002.
- Authorization for International Travel Form #14041 must be submitted to the Chancellor no later than 90 days prior to making travel arrangements; this allows for appropriate review and action by the Governing Board.
- Emergency exceptions to the 30-day travel request process must be clearly documented to receive Board Chair approval. In such a rare circumstance, the Board Chair, or the Vice Chair in his or her absence, may approve travel requests without action on the part of the full Board. Approved emergency travel requests will be agendaized for review and action at the next regularly scheduled Board meeting.

Expense Advances

- Travel Advances and Vendor Prepayments are available for Board members for out-of-town travel. Prepayments may be issued to the appropriate vendor for registration fees, lodging and commercial transportation.
- All expenses must include itemized receipts. Itemized receipts must actually list items purchased (such as sandwich, chips, soda), date of transaction, and vendor name.
- Reimbursements for meals will be based on actual costs, not to exceed the rate approved for employees. This is not a per diem amount and must be accompanied by receipts.

Cancellation

- Board members shall notify the Chancellor's staff members assisting with travel arrangements as soon as possible once a decision is made to cancel or modify existing travel. Any charges for cancellations that were avoidable will be noted on the Board members annual record of travel expenses. Examples of cancellations that are not avoidable include illness; accidents, or other significant unforeseen circumstances beyond the control of the Board member.

Travel Expense Report

- A finalized Travel Request Form must be signed and submitted within 10 working days following the completion of travel.

Annual Summary of Expenditures

- The Chancellor will maintain an accounting of total Board, and individual Trustee, travel expenditures. A report will be provided to the Board Chair annually for review by the full Board at a public Board meeting. Board member travel and meeting expenses must be able to withstand the test of external audit and occasional county grand jury reviews.

Adopted: June 23, 2009
Revised: _____