



## **Board Policy 6317 Conference/Travel and Expense Reimbursement**

It is the District policy that expenses for transportation, lodging, subsistence and related items incurred by employees who travel on official business of the colleges or District will be reimbursed, as estimated on an approved travel request form. Additionally, expenses incurred by authorized employees in excess of the employee's personal cell phone plan will be reimbursed.

Prior to traveling, a travel request form must be processed and include estimated expenditures for the planned college or District travel. This form is to be approved by the supervising Dean, President and/or the Chancellor and should be submitted to the District Business Office a minimum of two (2) weeks prior to the conference or business travel date.

Upon return, a conference and travel expense claim form shall be submitted for reimbursement of the actual trip lodging, meals, transportation and other incidental expenses within thirty (30) days of the activity, and must include original itemized receipts.

Employees are encouraged to use the most cost effective means for air fare expenses.

See Administrative Procedure 6317

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