

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2735 BOARD MEMBER TRAVEL

Reference: Education Code Section 72423

Whenever Board members travel to sanctioned events such as retreats, conferences, and workshops, they are expected to participate fully.

Board members will notify the Superintendent/President's Office of a travel request. Such notification shall include the date, time, location and expected outcome of attendance.

The Superintendent/President's Office will submit a travel requisition on behalf of each traveling Board member.

After returning from the sanctioned event, Board members will submit expense reports itemizing each expenditure, and include original receipts.

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| Board Approved | 03/17/09 |
| Desk Review | 03/19/13 |
| Desk Review | 10/21/15 |
| Revised | 02/02/16 |
| Desk Review | 03/14/19 |