

## BOARD BYLAWS

### PALO VERDE COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

2735

#### Board Member Travel

1. All travel/conference requests must have prior approval of at least five (5) working days by the President of the Board and Superintendent/President.
2. Cash advances, registration fees, etc., must be submitted and approved at least fifteen (15) working days in advance for processing in the Office of Administrative Services.
3. Exceptions to 1 and 2 may be made by the President of the Board and the Superintendent/President.
4. Travel by automobile shall be in college-owned vehicles unless approved in advance by the President of the Board and the Superintendent/President.
5. Reimbursement for authorized use of private automobiles shall be at the current Internal Revenue Service reimbursement rate at the time of travel.
6. Reimbursement for meals shall be at the current Internal Revenue Service reimbursement per diem rate for Palm Springs/Riverside County at the time of travel. Exceptions to these per diem rates must be approved in advance by the President of the Board and the Superintendent/President.
7. Effective July 1, 1986, in accordance with Education Code Section 44032, 35044, 35172, 35173, an amount not to exceed 15% of the total cost of a meal (a tip) may be considered a part of the actual expense.
8. Reimbursement for approved travel and related expenses must be submitted within thirty (30) days following the activity, or reimbursement for expenses will be null and void.
9. Actual fare on any public transportation service shall be allowed, but receipts for such expenses should normally accompany the expense form.
10. A Trustee is required to have personal automobile insurance, and it shall be primary and the District's coverage secondary whenever the Trustee's personal vehicle is used on authorized District business.
11. Trustees who possess a valid private flying license may be given approval to travel by private aircraft operated by the Trustee if, in the opinion of the President of the Board and the Superintendent/President, such method of transportation would be to the advantage of the District and if proof of insurance is on file in the Office of Administrative Services. Reimbursement for such transportation shall not exceed the approved rate for use of a personal automobile.
12. Receipts for lodging shall be attached to the travel claim and shall show dates for which the charge was made.

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13. All expenses for taxis, bus fares, tolls, and parking charges may be claimed when properly itemized on the claim form.
14. College credit cards shall not be billed for laundry, personal telephone calls (one call per day is permitted), room service, etc.
15. Traffic and/or parking citations received while driving a college-owned vehicle are the responsibility of the person driving the vehicle at that time.

### **Emergencies, Illness or Accident**

#### 1. Notification

In case of illness, accident or emergency occurring while a Trustee is traveling on District business, the responsible Trustee should notify the following:

- a. Local emergency or medical service, if circumstances so warrant;
- b. Proper legal authorities in case of accident; and
- c. President of the Board or the Superintendent/President.

#### 2. Reports

In case of accident or serious illness, written reports must be submitted as soon as possible, but no later than twenty-four (24) hours after the incident.

- a. Automobile. If it is a vehicle accident involving either a District or personal vehicle being used on District business, the Trustee must submit a written report to the Superintendent/President's office. Any relevant, supportive legal information should be attached to this report.
- b. Illness or Accident. In the event of serious illness or accident that does not involve a vehicle, the Trustee must submit a written report, with full particulars (e.g., time, place, nature of incident, personnel involved, witnesses, etc.) to the President of the Board, with copies to the Superintendent/President's office and the Office of Administrative Services.

*(Formerly a part of PVC Board Policy 7080)*

1/14/06 Board First Read  
1/24/06 Board Second Read and Approval