

Staff Travel

Reference:

The Board of Trustees shall provide reimbursement to staff members for approved trips, travel, or attendance at professional conferences, as District representatives. Travel requests and “Absence from Campus” forms for District personnel shall be approved by the Superintendent/President or designee prior to the trip. The Superintendent/President must approve out-of-state trips and shall report such travel to the Board of Trustees.

The District shall reimburse employees for meals (excluding alcoholic beverages), the use of private automobiles, and other common expenses, at the current Internal Revenue Service reimbursement per diem rate for Riverside County. Exception to these per diem rates must be approved in advance by the Superintendent/President.

Staff travel forms, procedures and expense reimbursements are covered in the administrative procedures which follow.

See also AP 6531-PVC – Staff Travel
See also BP/AP 2735 - Board Member Travel
See also BP/AP 6530 - District Vehicles
See also BP/AP 6335-PVC – Use of District Credit Cards

(Formerly PVC Board Policy 3500)

11/19/08 College Council Approval
12/09/08 Board First Read
01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
06/10/14 Board First Read
08/12/14 Board Second Read and Approval