

**PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

7400

Staff Travel

Reference: Education Code Section 87032

The Board of Trustees shall provide reimbursement to staff members for approved trips, travel, or attendance to 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, 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 procedure that follows.

EMERGENCIES, ILLNESS OR ACCIDENT

In the case of any emergency, illness, accident, or damage to a vehicle during staff travel whatsoever, a written report must be made within twenty-four (24) hours or first business day following the incident to the Office of Administrative Services.

See Administrative Procedure 7400
See also BP/AP 2735 - Board Member Travel

(Formerly PVC Board Policy 3500)

3/5/09 College Council Approval
3/24/09 Board First Read
4/28/09 Board Second Read and Approval