



**MONTEREY PENINSULA**  
College

**GOVERNING BOARD POLICIES**

**Chapter 7 Human Resources**

**7400**

**BP 7400 Travel**

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board.

See Administrative Procedure 7400 - Travel

See also Board Policy/Administrative Procedure 2735 - Governing Board Member Travel, Board Policy/Administrative Procedure 4300 - Field Trips and Excursions, and Board Policy/Administrative Procedure 6530 - District Vehicles

**References:** *Education Code Section 87032;*  
*Government Code Section 11139.8*

**Formerly Governing Board Policy 2145 - Staff Travel/Mileage Reimbursement**

**Adopted:** June 1988

**Revised and Adopted:** May 21, 1991

**Renumbered, Revised, and Adopted:** October 25, 2017

**Revised and Adopted:** June 24, 2020, August 24, 2022