

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7400

### Travel

Date Adopted:	11/9/2004
Date Revised:	4/5/2019
Date Reviewed:	4/5/2019
References:	Education Code Section 87032; 2 Code of Federal Regulations Part 200.474

This policy sets forth the intent of the District to provide funds for necessary travel, conferences, and meeting expenditures of the staff. No funds shall be expended unless the individual involved is professionally enriched in a manner which will benefit both the individual and the District through the knowledge of information gained, or when such travel is deemed to be necessary in the discharge of the individual's stated duties in the service of the District.

The Superintendent/President or Designee shall develop guidelines for approval of expenditures authorized by this procedure and will pertain to all funds and programs of the District regardless of funding source. Such guidelines may include requirements for class and duty coverage and timelines for approval. See the Sierra College Travel and Expense Reimbursement Handbook for detailed guidelines.

See Board Policy 7400.