

**CHAPTER 7: HUMAN RESOURCES  
BOARD POLICY NO.: 7400**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject:** Employee Travel

**Adoption Date:** 6/7/11

**Revision Date(s):**

**Review Date:** 4/3/12

**Policy Reference:**

Education Code Section 87032

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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  
See Board Policy 4300 for Student Travel**