

**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

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**