**Business and Noninstructional Operations** BP 3350

**TRAVEL EXPENSES**

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for College and Career Advantage(CCA) Regional Occupational Program.

The Executive Director may approve employee requests to attend meetings in accordance with the adopted budget.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Expenses shall be reimbursed within limits approved by the Board. The Executive Director shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. CCAwill use the current IRS mileage rate.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

*Legal Reference:*

*EDUCATION CODE*

*44016 Travel expense*

*44032 Travel expense payment*

*44033 Automobile allowance*

*44802 Student teacher's travel expense*

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| Policy  adopted: October 25, 2007  revised: December 18, 2023 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |