

Board Policy 7400**Travel**

El Camino Community College District encourages employees to attend conferences, meetings, and activities that will promote their professional growth. These professional growth activities should be related to the educational and professional changes and innovations of the employees' positions, their divisions/departments, and the mission and goals of the College.

In accordance with this philosophy, the Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

In addition, the Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. These shall include procedures regarding the authorization of expenses, advancement of funds, and reimbursement, in accordance with the relevant bargaining unit agreements.

The Board must approve all travel outside the United States in advance.

Replaces Board policy #4332