



# BOARD POLICY

No. 7400

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## TRAVEL

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District or as approved by the Board.

The Superintendent/President shall establish procedures regarding the attendance of District employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the State of California must be approved in advance by the Superintendent/President.

See Administrative Procedure 7400.1.

Reference: Education Code Section 87032

*Adopted: December 19, 1978*  
*Revised: December 8, 1993*  
*November 12, 2006*  
*April 13, 2016*

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