

**Kern Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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**AP 7400 Travel**

**References:**

Education Code Section 87032

**NOTE:** This procedure is **legally advised**.

The Board of Trustees will provide transportation for staff members for approved trips as District representatives. Travel requests for campus personnel shall be approved by the Chancellor/designee prior to the trip. Out-of-state trips may be made only with the approval of the Chancellor/designee. Employees will be reimbursed for approved travel expenses in accordance with established processes.

Also see BP/AP 2735 titled Board Member Travel, BP/AP 4300 titled Field Trips and Excursions, and AP 6530 titled District Vehicles as well as the Claim for Travel Reimbursement Form.