



Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7400 Travel

References:

Education Code Section 87032
26 U.S. Code Section 62 subdivision (c);
2 Code of Federal Regulations Part 200.4745;
IRS Publication 463;
IRS Publication 15-B

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.