



Policy 39-00 Travel

Sponsor: Office of the President and District Governing Board

Policy

All District Governing Board (DGB) travel is directly related to Coconino Community College business or state-wide community college business. Travel may include visits to official state meetings, DGB meetings, national trustee/board education meetings, and expenses related to retreats such as travel expenses for a retreat facilitator.

All travel is to be requested, authorized, scheduled, logged, and reimbursed according to procedures and amounts established by DGB for the College (Policy and Procedure 201 Travel). Reimbursement rates will not exceed the maximum amounts established pursuant to ARS § 38-623 & 38-624 and listed in the State of Arizona Accounting Manual – Topic 50 Travel, Section 25 Meals and Incidentals.

The Board acknowledges the need for Board education and advocacy as expressed on Policy 91-00 Professional Development. These needs must be balanced by fiscal responsibility. To this end, the board shall establish its meeting, retreat, and travel priorities at its meeting in January, as part of the College's budget development process. The Board will:

1. Determine the institution's needs, such as participation in the ACCT national or regional training opportunities, etc.
2. Due to budget and policy considerations, all Board members seeking to represent the College must obtain prior approval from the Board.
3. Determine the level of funding available for Board and travel expenses and retreat expenses and establish an annual schedule of authorized travel events.
4. Assign Board members to events fairly and equitably, taking the budget into account.

Policy History

09/16/2009 New and Approved by the District Governing Board
11/18/2020 Revised and approved by the District Governing Board
03/24/2021 Revised and approved by the District Governing Board

Legal Review

03/25/2009