



Policy 39-00 Travel

Sponsor: District Governing Board

Policy

District Governing Board (DGB) travel for official college business is covered under Coconino Community College Policy 201, Travel. DGB travel may include (but is not limited to) visits to official state meetings, DGB meetings, national trustee conferences and professional development conferences or training seminars.

All travel is to be requested, authorized, scheduled, logged, and reimbursed according to procedures established for college employees. The College follows IRS Lodging and Meal rates for reimbursement, which can be found here: <https://www.gsa.gov/travel?topnav=travel#tab--perdiem-tab>.

The Board acknowledges the need for Board education and advocacy as expressed in 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 participating in the ACCT national or regional training opportunities.
2. Board members who wish to represent the college on a state-wide or national committee shall obtain prior approval from the Board Chair or his/her designee. The Board Chair may grant approval for participation without formal approval from the full board.
3. Determine the level of funding available for Board travel and retreat expenses and establish an annual schedule of authorized travel events.
4. Assign Board members to events fairly and equitably.

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
02/27/2024	Revised and approved by the District Governing Board
07/02/2025	Revised Sponsor from Office of the President and DGB to District Governing Board

Legal Review

03/25/2009