The superintendent/president is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the district.

The superintendent/president shall establish procedures regarding the attendance of other employees, including trustees, at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

Travel will normally be limited to meetings held within the United States. The superintendent/president shall promulgate regulations for securing authorization for travel expenditures and the securing of advances for said expenditures.

All travel outside the United States must be approved in advance by the superintendent/president.

See Administrative Procedure 7400.