

**Section Three—Business Services  
Governance Processes Relative to the  
District Board Policy Manual  
and Collegial Consultation  
With Academic Senates**

**Employ the Process of Mutual Agreement**

**Policies:** None

**Procedures:** None

**Appendices:** None

**Rely Primarily Upon the Advice and Judgment**

**Policies:** [3A1](#) (re: Budget Development)  
[3A1A6](#) (re: Budget Development)

**Procedures:** None

**Appendices:** None

**DRAFT**

*AP 3C1(b) Student Travel  
Authorization*

**Proposed Addition to  
Kern Community College District Board Policy Manual  
Section Three – Business Services**

Governance Process: Informational Only

Reason for Revision: To Establish District Procedure

See attached form



## **Instructions**

1. The Student Travel Authorization form must be completed in its entirety.
2. Within ten (10) days of the conclusion of the event the completed Student Travel Authorization form, along with original, itemized receipts, and any unspent excess funds, ~~are to~~ must be received by the Business Services Office. Unspent funds will be deposited and credited to the appropriate FOAPAL. Any failure to comply with this requirement may cause denial of future requests for advances.
3. Meals per diem will be ~~funded~~ provided, in advance, for the approved travel party only (e.g., athletes eligible for competition, students)- and will be funded to the approved traveling employee.
4. Maximum ~~Minimum~~ meal allowance rates (per student/athlete) are as follows:
  - Breakfast..... \$7.00
  - Lunch..... \$10.00
  - Dinner..... \$14.00
5. Travel must begin prior to 6:00 a.m. to receive funding for breakfast.
6. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
7. Travel must conclude after 6:00 p.m. to receive funding for dinner.
8. The approved traveling employee must purchase meals on a group basis and such meals cannot exceed on average, the maximum meal allowance per student. Any unspent advanced per diem monies must be returned to Business Services for deposit and credit to the appropriate FOAPAL.

Admin 03/17/14  
Ch. Cab. 04/21/14  
CC. 04/22/14-posted

Admin 10/19/15  
ChC. 10/20/15