

## AP 7400 Travel

Reference:

***Education Code Section 87032, Government Code Section 11139.8***

### Authority of President

The President or his/her designated representative shall have the authority to approve transportation by District employees when rendering services to the District by providing District-owned vehicles or authorizing mileage allowance in accordance with Board policy.

### District-Owned Vehicles

The use of District-owned vehicles by employees shall be limited to transacting official District business. The use of such vehicles for personal convenience is prohibited.

When not in use for District purposes, all District-owned vehicles shall be parked on College premises in a location designated for that purpose.

### Reimbursement for Mileage and Expenses

The President/Superintendent may authorize mileage expense to be paid to College personnel on authorized school business with the understanding that whenever commercial transportation is available and convenient that the lower rate will prevail for reimbursement.

Reimbursement for such mileage and expense shall be at the rates established by the Board of Trustees and outlined in Administrative Procedures for any College personnel.

### Reimbursement for Mileage - Personal Car

An employee may choose to drive a personal car instead of a District car when a school car is not available for an authorized College trip, or if the employee prefers to drive his/her personal car.

Refer to Antelope Valley College Faculty collective bargaining agreement, Article IX. Refer to Antelope Valley College Classified collective bargaining agreement, Article XI.

Note: Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request of state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community College Chancellor's Office has indicated it will not approve requests from community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism.

Therefore, travel to prohibited locations as determined by the California State Attorney's General Office will be limited to the exceptions identified in Government Code Section 11139.8 Please see: <https://oag.ca.gov/ab1887>.

subd. (c):

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.

6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

All travel requests are to be sent to the Business Office prior to travel. The Business Office will routinely check the California State Attorney's General's website and will notify the department if the travel is to a prohibited location.

**5/8/06**

Revised: 5/14/18