

**TRAVEL (EVENTS, MEETINGS AND CONFERENCES)**

The Superintendent, Associate Superintendents, school principals, and department directors shall hold such meetings and conferences as are necessary to properly conduct the business of the school district.

The Board of Trustees endorses attendance at meetings and conferences outside the District when consistent with the goals and policies of the San Dieguito Union High School District. Additionally, the Board of Trustees\*, the Superintendent, Associate Superintendents, school principals, or department directors must approve all meeting and conference attendance.

Expenses for meetings and conferences outside of the District will be paid, but are limited to reasonable and necessary expenses as provided in the California Education Code. The Superintendent shall set forth in administrative regulations the procedures for requesting reimbursement for expenses associated with meetings and conferences.

\*Even though the Board of Trustees is responsible for approving all travel, that responsibility is delegated to the Superintendent.

**LEGAL REFERENCE****CALIFORNIA EDUCATION CODE**

1071	Certain Powers Relating to Promotion of Advancement of Education
1072	Expenses; Membership in Societies, Associations and Organizations
13002	Travel Expense Payment
13369	Payment of Salaries and Traveling Expenses for Attending Institute