

LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS

INDEX NUMBER PS-7

REFERENCE: Board Rule 2901	TOPIC: Job Candidates' Travel Expenses, Executive Searches
ISSUE DATE: June 11, 2001	INITIATED BY: Chancellor
CHANGES: Updated sections 1, 3b,3c New Regulation;	DATE OF CHANGES: May 13, 2008 March 20, 2007

1. The Chancellor designates the following senior executive positions as being eligible for reimbursement for travel expenses, travel payments to vendors or teleconferencing expenses incurred in connection with interviews with District selection processes:

Chancellor
Deputy Chancellor
Vice Chancellors
College Presidents
General Counsel

2. The Chancellor or Deputy Chancellor shall have discretion to authorize reimbursement, travel payments to vendors or teleconferencing expenses for additional senior executive employment positions as he or she deems appropriate.
3. Job candidates may be reimbursed or have travel expenses paid to vendors as follows:
 - (a) If a job candidate lives within the Los Angeles, Orange, Ventura, San Bernardino or Riverside counties, he/she is not eligible for reimbursement or travel expenses to be paid to vendors.
 - (b) If a job candidate lives within the State of California and outside the counties listed above, he/she may be reimbursed, or have travel expenses paid to vendors, up to \$500.00 per trip for a maximum of three trips per open position. With advance approval of the current Chancellor, a candidate for the position of Chancellor may be reimbursed up to \$1,000.00 per trip for a maximum of two trips.
 - (c) If a job candidate lives outside the State of California, he/she may be reimbursed, or have travel expenses paid to vendors, up to \$1500.00 per trip for a maximum of three trips per open position. With advance approval of the current Chancellor, a candidate for the position of Chancellor may be reimbursed up to \$3,000.00 per trip for a maximum of two trips. These

amounts may be doubled if necessary to cover expenses if a job candidate receives less than one week's notice to interview with the District or he/she is required to stay more than one night in order to participate in the interview process.

4. Any candidate eligible for reimbursement pursuant to this regulation may submit a request for reimbursement for travel expenses, with appropriate proof of such expenses (e.g., invoice or airline ticket), to the Chancellor or his or her designee for processing.
5. For the positions identified in paragraph 1, the source of funds shall be the applicable budget from the Human Resources Division. For any other positions, the source of funds shall be the location to which the position will be assigned.