

**LOS ANGELES COMMUNITY COLLEGES  
PERSONNEL GUIDE**

B 353  
POINTS  
Travel

ISSUE DATE: 7-1-03	SERVICE: Certificated	CHANGES:  Minor terminology changes to section 3 (d) and (i).
REPLACES: PG B353 (7-14-87)	DISTRIBUTION: General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers. Oper.	

Point Credit for Educational Travel

1. Policy. Salary point credit may be approved for educational travel for employees paid on a preparation salary schedule (See PG: B 370). Travel is considered educational if it is carefully planned to result in a significant contribution to professional growth. Point credit is not granted for recreational travel.
2. Point Allowance. The granting of salary point credit shall be in accordance with the following regulations:
  - a. The maximum number of points allowed for all educational travel and for all sabbatical leave travel shall not exceed 24 points. (Bd. Rule 10614.12)
  - b. Educational travel must occur during the summer vacation period or while on an authorized leave of absence.
  - c. Two calendar weeks of travel shall be the minimum period allowed for credit. A calendar week shall consist of seven consecutive days of approved travel. Fractional credit may not be allowed for parts of a week. Maximum allowable credits for travel are 6 for the summer and 12 during a one-semester leave of absence. (Board Rules 10614.10, 10614.11)
  - d. Educational travel may not include any time during which concurrent study is undertaken for other point accumulation. (Board Rule 10614)
  - e. The educational value of the travel must justify a uniform allowance of one point per week in conformity with standards for point allowance of one recognized forms of study, and the restrictions noted under Section 3 following.
  - f. Written approval of travel plans must be obtained from the Office of Personnel Operations prior to the commencement of travel.
3. Restrictions. Salary point credit will not be allowed for:
  - a. Travel within a general 200 mile straight line radius of Los Angeles.
  - b. Travel during the winter vacation period.
  - c. Visits to places known primarily for entertainment value.
  - d. Vacation trips to the mountains, beaches, resorts, health spas, etc.
  - e. Time spent in areas of previous residence.
  - f. Return trips to areas for which credit has already been granted.
  - g. Attendance at conferences, workshops or conventions.
  - h. Prolonged periods in any one area.
  - i. Weekend travel to a temporary residence outside of Los Angeles.
4. Application Procedure
  - a. Request for participation in educational travel projects are filed on Form C242, available in all college offices. Applications should be submitted to the Office of Personnel Operations at least ten days before the proposed date of departure. Written approval of travel plans must be obtained prior to the commencement of travel if salary point credit is to be allowed.
5. Changes in Approved Plans. minor changes and adjustments may be made in the itinerary or in the number of days planned in any one place. However, changes in the approved itinerary will cause the project to be re-evaluated and the point allowance re-established accordingly.

6. Completion and Travel Projects. Point credit for travel projects will be granted when the following are submitted to and approved by the Office of Personnel Operations:
  - a. Completed Form C342 - Certificate of Completion for an Educational Travel Project.
  - b. Completed Form C341 - Statement of Travel Completed (including written report).
  - c. A fee payment of \$7.00 enclosed in Completed Form C340.
  
7. Effective Dates of Points Earned Through Educational Travel. The verification date of the completion of a travel project shall be the date on which the items described in Item 6 above are received by the Office of Personnel Operations, or if sent by U.S. mail, the date of the postmark.
  - a. Points earned for projects completed and certified prior to the beginning day of the fall semester will be effective at the beginning of the first pay period. (Board Rule 10604.10)
  - b. Points earned for projects completed before the beginning day of the fall semester but verified after this date shall become effective at the beginning of the pay period following verification.