

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANAUL**

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ADMINISTRATIVE PROCEDURES MANAUL**

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SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANAUL

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**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

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3. 5 H Q W D D U V I K R X E D G W K E H V S W R P R W U L D R M D G O R H B A D Q G L V F R X Q W V
4. \* D V R O I R Q U H H Q F A D D X Y H V U H L P E X U V D I S K O R H S G R U F X P H Q V M D J V H L Q V D O D J U H H R U H H Q T W L U B I Q G I Q F A H L S W V
5. 7 K H L V W U K I D F M A Q V X U D R Q U Y H I K L F U D H Q W R I C L V W E U X V M Q F A K N U H I V R Q H U M Q R U H L P E X U V R I B Q H Q X W U S D Q U F F H K D V S H D V R D F D W H Q F W R D Q W U D F W
6. ( P S O R \ B H M M Q F R X U M D X H E L V W Y U D I R V M U R V S J D U M H M Q K I Q L Q U H Q W H H G L F O H

**E. Parking and Related Fees**

1. O H W H R U B Q R W K S H D W N I L Q H R I D W R I O I Q V H L P E X U V K D H Q I F H D S V W R Y L G D S G D I D W R I D F R Q I H U F H Q D F J H B H F H D S W V Q R D M O W I E I O V H H F R X I D G R Q V L G F R U Y H G I S G U W R M K I Q F L G H D Q V W B Q F H
2. **Airport / Rail Station Parking:** 3 D U N L H Q H J I R O H D Y D Q H P S O R \ B H Q V R Y Q D K O L I F W H K H D L U S V W W W D D V W U R H Q L P E X U D M D I E Q X W W Q V H H S D R L Q N I O Q J D V W K V H U D L V I R D Q H V [ W H Q S G H H U G R R V Q L P D H Q D L U S V K U X W W W R O I H W R K P H P S O R \ K R P V V U H L P E X U L V M D I E I O H V K X V F T V D V H V W K D Q U N F L R Q V W
3. **Related Fees:** 7 R Q E Q U L G D J Q I B W K U H J O D W H H D Q U I H L P E X U V D D E H F H L V S W R Y L, G B I G U H F H I L V Q R S V U R Y L V K B I [ S H Q Z V R I X Q E G H F R Q V L G S D U R M Q X Q G R F X P H L Q V W H G H Q W D H [ S H Q V H V

**F. Post Travel:**

: L W K L Q G D V R I F R P S O H W L R Q R R R V S G I H D S H Q U R O Y H H G S M Q D M H D H D R U V V X E P L W W H G W R \$ F S R K Q W Q / W 3 D B / D E O H I R U F S U R F T X V V L Q H S R U W V K R X O G L

1. 7 K H 7 U D R Y H P O D S S U R M K H G U E H F W P D Q D J H U
2. 7 K H [ S H Q V H 5 H S R U W I R U P
3. 7 K H R & Q I H U \$ J Q H F Q H G D
- 4.

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\* *Process Flowchart:*

**V. Guidelines for Board of Trustees Travel**

7 K H% R D \$ C D F D H K V J Y K D O R X Q L W S W R I H V V G L H R Y Q H D O R S P Q B Q W X D S S U R S W W D M G H L Q H Z D Q I G R Q W L V Q N Q V Q W X S S R M W W F L R P P L W P W H Q H W % Z R L D U G Q K H W W H K R O O R L Z Q Q G L W R R Q W K U H J X O D / M I R R U Q W K K S L W R F H G X U H

A 7 K H & K D Q F H O O R U R U W K Q H Q E O O Q S V W M Q W M D H Q Q X D G J R W U X S W R H H V V L R Q D C G H Y H O R S P L H V Q D V P R X Q W V K D O S H E H R U G H P D Q D M O X M W P D H Q P D V G I H U H T X L U H G

B , Q W K P H H H W L R Q P J H • p D

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