

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

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ADMINISTRATIVE PROCEDURES MANAUL**

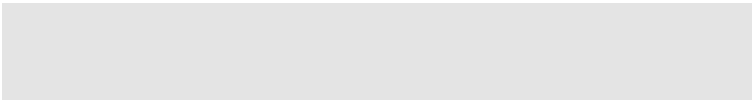


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ADMINISTRATIVE PROCEDURES MANAUL

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



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ADMINISTRATIVE PROCEDURES MANAUL**

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

**E. Parking and Related Fees**








1. 0 H W H R B Q R W K S H W N I H O R I D W R O D W H L P E X U Z K D I D I F H D S W V R Y L G D S O D W  
R I D F R Q I H U F H O D F H B H F H D S W V D R D L O W E K O V H H F R X I E G R Q V L G F R Y H H G M S O U W  
R W K L Q F L G H D O V B O D Q F H
2. **Airport / Rail Station Parking:** 3 D U N L H Q H I R O H D Y L Q H P S O R \ B H Q V R Q H K L F W H K H  
D L U S W U W W O V W U R H L P E X U D W D E K X W W O V H S E R L O N I O R J D W W K H U D L Y R O Q  
H [ W H Q S H L G R R V G L P H C D L U S R K W W W R O I H V R K H P S O R \ K R P V W H L P E X U L W D I E O H  
V K X W W W O H W K S D U N F R Q W J
3. **Related Fees:** 7 R C E O L G D I G B W K L H U O D W H D G U H H L P E X U L D D E H O F H L L S W R Y L G D I G  
U H F H L S V R S W R Y L W K E [ S H Q Z R X C E G F R Q V L G S D U R M X Q G R F X P H L Q W L 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 W K G H W D S Y R O H G S M Q D Y H H O H S R U W  
V X E P L W W H G W R \$ F 5 R K R X Q W 3 D D E D E I R U F S U R F T W W L Q H S R U W V K R X O G L

1. 7 K H 7 U D R U F O D S S U R W K G U 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 S Q F O G D
- 4.

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\* *Process Flowchart:*

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

7KH%RDSICD DKV JKD OR EL VSU RIHV GLRYC DOR S R B Q W X D S S U R S W U D M B L O H J Z  
 D Q E R Q W L V X K Q W C V X S S R M W F L P P L W F W K H W % Z L D U G K H W F K R O O R L Z D G G L W R R Q  
 W K H J X O D M I R U D W K S L V R F H G X U H

**A** 7KH&KDQFH OORU RU W K H Q E O O S L V M B W H Q Q E X 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 F L W Q D P R X Q W V K D O S H E H R U G H F O D X M W P D E H W D G L H U H T X L U H G

**B** , Q W K P H H W L L P Q J H • p ð



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