

AMERICAN RIVER COLLEGE

Travel Guidelines – effective 12/11/23

Any person traveling on behalf of LRCCD, on or after October 1, 2021, will need to follow all [CDC recommendations](#) in place at the time of travel and be in a “**cleared**” status related to the vaccine mandate.

Additionally, while on LRCCD travel, employees and students are still subject to following all directives, policies and procedures outlined in the [LRCCD COVID-19 Prevention Program \(CPP\)](#) and should make themselves aware of any safety regulations for the location to which they are traveling.

What are the in-state travel restrictions for employees?

Travel by employees, in the normal course of their job function, is permitted. In-person travel for professional development, conferences, or other meetings must be approved by the manager/supervisor.

What are the domestic out-of-state travel restrictions for employees?

Domestic out-of-state college business travel must be approved by the College President. A memo requesting permission to attend must be submitted along with a travel claim to the College President.

Per [Senate Bill 447](#) (2023), Assembly Bill 1887 (2016) is no longer in effect, and the State of California's restriction on state-funded travel has been eliminated.