

TRAVEL AND BUSINESS-RELATED EXPENSE

I. Purpose

To recognize the need for College employees to travel for professional development, training, and to conduct authorized College business. Reasonable and appropriate expenses incurred for travel and business-related expenses while conducting authorized College business shall be reimbursed to the employee in accordance with the approved College Travel and Business-Related Expense procedure.

II. Scope

This policy applies to all College employees.

III. General

A. Elements of Travel Procedures

The Administration is responsible for maintaining the College's Travel and Business-Related Expense procedure.

Travel funded by a grant or contract will be subject to and governed by the more restrictive travel requirements prescribed by the grant, contract, or College procedure.

Employees accompanied by guest(s) when traveling will adhere to the Travel and Business-Related Expense procedure related to guest travel requirements. The College will not pay the expenses of an employee's spouse, family, or others accompanying the business traveler. Employees must request approval of the President for any exceptions to this policy prior to any authorization of such expense. The Chief Financial Officer must report approved exceptions to the Audit Committee prior to any authorization of such expenses.

The Audit Committee Chair or designee shall approve exceptions to the Travel and Business Related Expense Policy for the President and report approved exceptions to the Audit Committee.

B. Acceptable Business Related Expenses

The College will reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College when reimbursement is not received from any other source.

The standards for deductible business expenses are listed in IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses. Expenses may be paid by the College, providing the following conditions are met:

1. It is appropriate to the conduct of official college business;
2. If such expenses are approved by the appropriate member or the Executive Leadership Team or immediate supervisor with budget authority;
3. The request identifies the individual(s) traveling;
4. The request identifies the business reason or expected benefit;
5. The request provides adequate documentation to support expenses.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the College's Chief Financial Officer or designee.

Adopted: 3/18/2002

Revised: 6/5/2006, 6/15/2009, 12/17/2018, 9/20/2021