

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1003 BOARD TRAVEL POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to encourage Trustee participation in those professional conferences, institutes and activities which will benefit the College. Reasonable and necessary expenses for such activities will be reimbursed by the College.

PROCEDURE:

- 1003.1 Trustees who have been appointed to a Board or as a representative to an organization are especially encouraged to attend at College expense. Trustees who are not officially designated as a representative are also encouraged to attend. The determination of whether or not a Trustee attends rests with the individual Trustee. It is expected that the budget and the financial condition of the College will be taken into consideration when the decision is made.
- 1003.2 Expenses for spouses who accompany a trustee to authorized activities will also be reimbursed by the College.
- 1003.3 Any Trustee attending a conference, institute or other activity at College expense is expected to provide a report for the Board.

Procedures related to reimbursement include:

- A. Authorized mileage allowance for use of personal cars for College approved travel at the current mileage rate stated in the operating policy for college travel.
- B. Meals will be reimbursed at the rate of actual amounts up to the current rates stated in the operating policy for College travel.

Exception to the above may be made when conditions warrant it.

C. Travel Procedures:

- 1. Meals will be reimbursed at scheduled amounts without receipts.
- 2. Parking, toll roads/bridges, and taxi costs will be reimbursed on actual cost without receipts.

3. Personal cost mileage will be reimbursed based upon map mileage.
4. Receipts are required for: motel, hotel payments, plane, train, or bus tickets (ticket stubs acceptable), rental car usage, conference or banquet fees.

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Policy Origin Date: 04/09/1986
Policy Revision Date(s): 04/21/2004

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