



POLICY 6200

TRAVEL

Policy Category: Finance and Business Services

Area of Administrative Responsibility: Finance

Board of Trustees Approval Date: March 21, 2017

Effective Date: March 22, 2017

Amendment History: Repealed February 8, 2012 version

Contents:

The College must implement and adhere to regulations issued by the Internal Revenue Service (IRS) and other governmental agencies. Proper documentation of the travel and expenses related to that travel shall be submitted for reimbursement, in accordance with established procedures, as soon as possible after the employee returns from the travel. All travel claims must include the following:

- A. Information to establish the business purpose of the travel or other expenditure;
- B. The amount, date, and place of each expenditure;
- C. Substantiation of the expenditure with original receipts (except for per diem meal expenses); and
- D. If necessary, the return of any unused cash advances (due within 30 days of completing the trip).

ENFORCEMENT

Violation of this policy will result in disciplinary action as follows:

- A. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- B. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.