

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**TRAVEL - BOARD OF TRUSTEES AND
ALL COLLEGE EMPLOYEES**

POLICY 3320

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ADOPTED: 12/18/90
AMENDED: 12/17/91
AMENDED: 11/17/92
AMENDED: 05/16/95
AMENDED: 03/21/00
AMENDED: 02/19/02
AMENDED: 06/15/04
AMENDED: 05/18/09
AMENDED: 02/16/10
AMENDED: 10/16/12
AMENDED: 02/18/14
AMENDED: 02/16/16

TRAVEL POLICY SUMMARY

A College employee traveling on official business must obtain the appropriate level of administrative approval prior to traveling.

An employee requesting single day travel within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of one or two nights within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of three nights or more nights within or out of the state of Illinois; must obtain the following three approvals:

- Supervising Administrator
- Appropriate Vice President
- President

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All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least thirty (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

Mileage reimbursement for the use of privately-owned motor vehicles traveling outside the college will be at the prevailing Illinois State rate per mile. Maximum amount for meals which can be allowed to an individual traveling is \$75.00 per day including tips and taxes. Conference banquet expenses will be paid in full. For reimbursement of travel expenses, up to 10 percent over the estimated amount may be granted based on an aggregate of all approved expenses with the exception of meals. Alcoholic beverages are a non-reimbursable conference expense. Alcoholic beverages may be approved by the President as an expense for certain special events, meetings, or gatherings that Triton College is hosting.

Trustee travel to National Conventions or Conferences/Seminars of Associations of which the college is a member (Ref: Policy 1165, Governance), shall be limited to two trips per trustee per fiscal year, unless it is determined by the Board of Trustees to be in the best interest of the college for a member to attend additional meetings, or; unless said trustee is an officer of the organization or holds a committee position that will require his/her attendance to fulfill their duties. Those trustees appointed by the Chairman to act as representatives to these associations shall be entitled to travel to that particular association's functions. For those trustees not appointed as representatives to an association, travel to two functions per fiscal year will be allowed. Illinois Community College Trustees' Association meetings can be attended by all trustees throughout the fiscal year. Should one of the trustees appointed as the college representative to an association be unable to attend a function, the Chairman may designate an alternate.

With respect to college employees, the President is entitled to attend all National Conventions of Associations of which the college is a member.

The President will also be allowed to designate up to three administrators to accompany him/her to each of the National Conventions provided that no administrator shall attend more than one national convention per fiscal year. With regard to Conferences and Seminars, regardless of college membership in the particular association, the President shall be allowed to attend three

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such functions per fiscal year and shall be allowed to designate one administrator to attend with him/her. The President will have the prerogative of assigning another administrator to stand in his/her place as long as no one administrator attends more than two such functions during the fiscal year.

All travel shall be by the most direct route. Travel by other routes may be allowed when there is an official purpose and has been approved by the President. In any case where the traveler uses an indirect route for his/her own benefit, there will be no reimbursement for expenses.