



01.40.00 BOARD TRAVEL

Division: **Board of Trustees**
Adopted: **02/1984**
Revised: **09/1986, 05/1993, 06/2004, 01/2008, 12/2015, 05/2022**
Reviewed: **04/2013, 09/2018, 10/2023**

It is the policy of the Board of Trustees (Board) to encourage Trustees, including the Student Trustee, to travel for purposes of further education, personal growth, and experience, when, in the opinion of the majority of the Board, such travel will prove to be of benefit to the College. This benefit will relate, in general, to the principal goals and policies of the College and more specifically to the governance of the College and to all other duties and responsibilities of Trustees as defined by Board Policies and by law.

- Trustees shall adhere to travel requirements as set forth in the College’s Travel Guidelines/Procedures and to the guidelines provided in the Institutional Procedure 01.40.00.01 Board Travel.
- The Board travel and conference funds will be clearly identified in the College budget. This includes any funds the Board may allocate for companion travel to assist a Trustee with a disability.
- When there are choices to be made as to travel accommodations and modes of transportation, economy and efficiency will direct those choices as long as the effectiveness and purpose of the travel will not be significantly affected.
- Accountability requires that all reimbursements for travel expenses be made only for properly documented/receipted expenditures.

Related Institutional Procedures:

01.40.00.01 Board Travel