

EMPLOYEE TRAVEL AND REIMBURSEMENT

PURPOSE

The purpose of this policy is to provide an effective College process for the review and approval of employee travel and related expenses.

POLICY STATEMENT

Edison State Community College recognizes that some employee travel is necessary to support and advance the mission of Edison State Community College. As such, it is the policy of Edison State Community College to reimburse employees for reasonable business-related travel costs to attend a College approved meeting or conference or to otherwise perform their official College duties. All employee travel is subject to budget availability and administrative approval.

Advanced Approval Required for Employee Out-of-State Travel & Overnight Travel

All employee travel that involves out-of-state and/or overnight lodging must be approved by the employee's supervisor in advance of the travel date. Employee requests to attend an out-of-state conference will be reviewed based upon the employee's need for professional development and value to the College as well as budget availability and whether the associated costs are reasonable. The College's determination of reasonable costs will include, but are not limited to, the type and length of transportation, number of employees attending, lodging and fees. Requests to attend an out-of-state meeting will be evaluated upon the business relationship to the College and the employee's position and responsibilities.

Reimbursement

The College will reimburse employees for costs and expenses related to the College authorized travel that are allowable and in accordance with the established College procedure. Such procedure will identify parameters for cost-effective travel for both in-state and out-of-state travel, including, but not limited to approvals for travel between College campuses, uniform mileage reimbursement for privately owned vehicles, vehicle rentals, other modes of transportation, lodging, meals, including a per diem rate, and other related but reasonable expenses.

In no case will the College reimburse employees for alcoholic beverages or personal items.

Procedure and Travel Request Form

It is the responsibility of the Chief Financial Officer to have a procedure and forms in place to administer this policy.

PERSONS AFFECTED

All Edison State Community College Faculty and Staff.