

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: 12/18/1990  
AMENDED: 12/17/1991  
AMENDED: 11/17/1992  
AMENDED: 05/16/1995  
AMENDED: 03/21/2000  
AMENDED: 02/19/2002  
AMENDED: 06/15/2004  
AMENDED: 05/18/2009  
AMENDED: 02/16/2010  
AMENDED: 10/16/2012  
AMENDED: 02/18/2014  
AMENDED: 02/16/2016  
AMENDED: 01/24/2023

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

The following types of official business for which travel, meal, and lodging expenses are allowed include the following:

- Conferences;
- Meetings;
- Athletic or official student events;
- Governmental related activities;
- Any other event or program that is attended to further the College's mission and vision and approved by the President.

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The maximum allowable reimbursement for employee travel expenses, including travel, meals, and lodging shall not exceed \$5,000 for individual travel and \$25,000 for group travel. Travel expenses for any College employee that exceeds this amount shall be approved by a roll call vote of the Board of Trustees.

All travel expenses of the Board of Trustees shall be approved by a roll call vote of the Board of Trustees, regardless of the amount of the travel expenses.

All travel expenses exceeding the above referenced maximum allowable reimbursement shall require written submission of the following information:

- an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- the name of the individual who received or is requesting the travel, meal, or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

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

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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 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.

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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 advance of such travel. In any case where the traveler uses an indirect route for his/her own benefit, there will be no reimbursement for expenses.