

DIVISION	REFERENCE NO.
I. Board of Trustees	1.40 (1)
CATEGORY	DATE
1.40 Board Travel	Adopted 12/84 Revised 9/86, 5/93 6/04, 2/08

1.40 POLICY AND PROCEDURE FOR BOARD TRAVEL

- A. It will be the policy of the Board of Trustees to encourage Board members, 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 Board members as defined by Board policy and by law.

- B. In the implementation of this policy, Board members shall adhere to travel requirements as set forth in the College's Travel Guidelines/Procedures 2.17.1. In addition, the following general guidelines apply:
 - 1. 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 Board member with a disability.
 - 2. 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.
 - 3. Accountability requires that all reimbursements for travel expenses be made only for properly documented/receipted expenditures.

- C. In the implementation of this policy, the following specific guidelines apply:
 - 1. All travel will be within budgetary limitations.
 - 2. Board members and the student trustee should plan their travel in advance of each upcoming fiscal year. Travel requests should be made in advance of the particular convention or meeting in a timeframe consistent with the travel procedures.
 - 3. Any Board member with expenses equal to or over 1/8 of the travel budget will need to have additional travel expenses approved by a majority of the Board. At times confirmation may have to be after-the-fact if a regular or special Board meeting is not scheduled prior to the conference. The sum total of Board travel in a given year will not exceed the total amount budgeted for a given year.

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4. For all approved travel indicated above (C.2 and C.3), a Board member may request that advance payments for travel expenditures be made. Advance payment(s) (to trustee, travel agency or association sponsoring the conference) will be made only for expenses related to:
- a. hotel accommodations (less any deposit needed to guarantee said accommodations); whenever possible, all trustees will be placed in the same hotel (the least expensive available or the “conference headquarters”), and arrangements will be made for a “master bill” to be charged directly to the college, which should alleviate past problems of lost receipts. Only one room charges will be placed on the master list; incidentals will be taken care of by the individual trustee,
 - b. airline or train expenses (paid directly to the travel agency) at tourist (excursion) or coach rates (least expensive),
 - c. mileage reimbursement, at the current approved rate (as determined by the IBHE’s Illinois Higher Education Travel Control Board in Springfield), for travel in excess of 500 miles, shall in no instance exceed the cost of a round-trip airline excursion fare for the same location.
 - d. registration costs (mailed directly as provided in the conference brochure),
 - e. conference meals (mailed directly as provided in the conference brochure); if a spouse’s meal(s) is (are) to be prepaid for convenience of the trustee, the cost will be deducted from the total advance to be paid to the individual concerned, or
 - f. per diem meal costs at current Board approved rate.
- In no case will the remaining advance payments (those not mentioned in “4-a” through “4.-f”) exceed 85% of the projected expenditures.
5. All arrangements (to include reservations) for travel and conference expenses will be made through the College’s Business Office.
6. The limits of Board travel reimbursements for registration and conference fees, food, lodging, and transportation expenditures shall be the same as for employee travel. It should be noted that:

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- a. All cab fares must be receipted (see “8.” below).
 - b. Mileage reimbursement will be made for privately owned vehicles on the basis of an official mileage chart used by the business office (only city-limits to city-limits mileage will be allowed).
 - c. Deductions for per diem costs will be made if some or all of the meals are included in a conference or registration fee or are prepaid as is sometimes required by the conference agent.
 - d. When more than one person is traveling in a privately owned vehicle, only one individual is reimbursed for mileage. Similarly, only one individual is reimbursed if that individual paid the total cab or limousine fare for two or more JJC Board members.
 - e. If general dining costs of a locale are high, in no case will a single meal (major meal or dinner – food only) be reimbursed for more than the current Board approved rate without receipts.
7. Except for mileage, and reasonable tips, receipts for all travel expenditures are required for reimbursement.
 8. All receipts for airplane or train tickets, hotels, transportation, and any meal expense exceeding the per diem must be turned in with a signed copy of the travel expense voucher. All receipts must include the charge, the vendor or company name, and the date. Receipts for airline travel also must include copies of the plane tickets including boarding passes. In addition, limousine and cab receipts must be signed by the driver. Limousine service, in order to be reimbursed, must be provided by a commercial carrier. Service to an airport or other locations by other than a commercial carrier will be reimbursed on a mileage basis using the official mileage chart of the business office.
 9. For travel for which an advance payment was provided, all receipts must be turned in within 30 days after the trip to guarantee advances for future travel. When all receipts related to an advance have been submitted along with other appropriate receipts, then reimbursement for any additional expenses for that trip will be made; and advances for subsequent travel will be allowed. Hotel-guarantee or conference registration costs demanded by a conference agent in advance of a given meeting/conference will be the only exceptions.

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- 10. All Board members will receive computer-generated travel statement of the Board travel accounts. Such statements will include a listing of each Board member’s expenditures and will designate those over thirty days in arrears in providing receipts.
- 11. At the next regularly scheduled Board meeting following the trip, a brief report will be made to inform the other Board members of items of interest learned at the meeting attended. If requested by interested trustees, appropriate handouts may be copied and made available. A copy should be submitted for the record.
- 12. Travel procedures will be included in the orientation session of new Board members.