



DIVISION	ADOPTION DATE
XIII Business Services	08/2016
POLICY NAME	REVISIONS
13.05.01 International Travel	Reviewed: 09/2019 Revised: 12/2016, 03/2020

13.05.01 INTERNATIONAL TRAVEL

It is the policy of the Board of Trustees (Board) to encourage the educational enrichment of students and faculty through travel experiences which create meaningful linkages between a student’s or faculty member’s chosen field of discipline and when those experiences, in the opinion of the administration and the Board, serve to benefit the College and the education of students. The International Travel policy relates to all College students, faculty, staff, alumni, and community members and will follow the Local Government Travel Expense Control Act [50 ILCS 150/1] and the College’s travel procedures. Accountability requires that all reimbursements for travel expenses be made only for properly documented/receipted expenditures and through submission of a standardized process for travel and reimbursement established by the College in its procedures.

The types of activities and events that are covered by this policy include, but are not limited to, those that are:

- Required, organized and/or sponsored by the College and/or officially recognized student organizations
- Course-related trips (credit and/or non-credit courses)
- College sponsored service-learning travel
- Professional meeting/development
- College-related business (such as student recruiting)

All participants are required to engage in the planned activities of the trip. College funds in the form of student fees should not be used to subsidize the travel expenses of non-student guests.

The College or sponsor will devote sufficient financial resources to the approved international travel program to ensure its success.

The international travel program, personnel, and financial resources will be assessed at the program's conclusion by the International Travel Review Committee so that subsequent programs are improved based on this assessment.

The College's administration will annually review and make necessary adjustments to travel maximum and per diem rates. Maximum rates will be clearly stated in the College's procedures and will be guided by but may differ from the Illinois Higher Education Travel Control Board (IHETCB) and the General Services Administration (GSA) stated rates. Should an expense exceed the stated maximum expenses allowed for any portion (i.e., travel, meals, and lodging), a roll call vote by the Board must take place at the next regularly scheduled Board meeting to review and approve or adjust payment of the employee's reimbursement request.

International travel policies and procedures will be governed by the US Department Travel Advisory, Center for Disease Control (CDC) Travel Warnings and travel policies and procedures of the College during pandemics and other crises.