



BOARD POLICIES

DIVISION XIII. Business Services	POLICY NUMBER 13.05.00
CATEGORY 13.05.00 Travel	DATE Adopted: 1971 Revised: 1976, 1982, 08/1993, 06/2004, 09/2012, 12/2016 Reviewed: 09/2015, 12/2015, 01/2020

13.05.00 TRAVEL

It will be the policy of the Board of Trustees (Board) to encourage the educational development of faculty and staff members through travel experiences within budgetary limitations and when those experiences in the opinion of the administration and the Board serve to benefit the College and the education of students.

Employees shall adhere to travel requirements as set forth in 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 form and process for travel and reimbursement established by the College in its procedures.

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 of trustees meeting to review and approve or adjust payment of the employee’s reimbursement request.