

Title: Travel Expenses – Board of Trustees

- Initial Action:** 5/18/79
 - Board Resolution:** 79-109, 97-064, 02-050
 - Last Revised:** 1-11-2016
 - **Policy:**
 - **Procedure:** 10-1-17
 - Last Reviewed:** 11/11/19
 - Effective:** 11/11/29
 - Next Review:** 11/11/2025
 - Responsibility:** President
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Policy:

Trustees who travel on College business will be reimbursed for all incurred travel expenses, which are necessary and reasonable.

Procedure:

1. Obtain an expense report form from the President’s Office or online at MyCecil.
2. Attach original receipts including credit card charge slips for all expenses except tips, and other expenses where receipts are not available.
3. Attach a personal check to the expense report if monies are owed to the College.
4. Sign and date the completed expense report, and submit Expense Report form to the President’s Office.
5. Accounts Payable will mail travel reimbursement checks to the Trustees’ home unless other instructions are noted on the expense report.

Allowable Expenses:

Reimbursements for authorized expenses incurred by the College Trustees will be made in accordance with the following approved rates:

Meals will be reimbursed based on actual costs with original receipts with detail of purchases. Alcoholic beverages are not included in reimbursements. Only lunch is reimbursed for a one-day event. Meals covered by the registration fee will not be reimbursed. Credit card receipts alone are not sufficient documentation for meal expenses.

Mileage will be reimbursed at the approved Cecil College standard mileage rate effective at date of travel.

Lodging (reasonable for the area) will be reimbursed with actual receipts including credit card charge receipts.

Cash Advances may be requested for meals, minor general expenses and other reasonable fees. All travel advances must be reported and any unused travel advance funds should be returned within 30 days after the trip is completed.

Transportation expenses for air, rail or bus travel will be reimbursed at the actual cost with receipts. Use of personal automobiles may be used when it is more practical or economical than rail or airfare. If a Trustee prefers to drive his/her automobile rather than use a common carrier, reimbursement will be based on the common carrier fare or mileage rate whichever is less.

Telephone calls to the College and other communications such as faxes for business purposes are reimbursable.

Registration fees should be pre-paid by the College before travel occurs. If the Trustee pays for the registration fee directly, reimbursement will be made through the expense report provided that the Trustee submits a cancelled check or credit card statement as proof of payment.

Other expenses such as parking fees and tolls are paid on actual amounts with receipts.

Unallowable Expenses:

- Alcoholic beverages.
- Charges for entertainment including in-room movies and videos, shoeshines, cleaning, transportation required for personal reasons, medical expenses, personal trip accident insurance and any other personal cost.
- Parking tickets, towing and traffic violations.
- Expenses incurred by family members when traveling with Trustees on College business.

Trustees Traveling Together:

To safeguard the interest of the College, not more than three Trustees should travel together in the same automobile or aircraft.