

Board of Trustees Travel Policy

Members of the Board of Trustees of Suffolk County Community College are encouraged to travel, within approved appropriations, to conferences and events when the purpose of such travel is related to official College business.

I. Guidelines

The following general guidelines shall apply to Board members who travel on official College business.

- A. Trustees shall notify the Board Chairperson of their intention to travel by completing the "Request for Travel for College Business" form, available on the College website. The Chairperson will approve or deny travel requests. The Vice President for Business and Financial Affairs shall be consulted by the Chairperson to determine if there are sufficient funds in the Board's travel budget to pay for the anticipated expenses.
- B. Only fixed travel costs which can be determined prior to approved travel shall be charged to the College's authorized credit card. Such pre-determined travel costs may include, but not be limited to, those related to the following:
 - a. Seminar/Conference registration fees
 - b. Lodging
 - c. Airfare or train fare
- C. In accordance with the College's travel policy for employees and the applicable provisions of New York State law, Board members shall be reimbursed for other travel expenses, including, but not limited to, expenses incurred for meals as per the per diem allowances, taxicab fare, subway fare, parking and tolls, as well as any other reasonable and necessary expenses.
Receipts are required for reimbursement of all travel expenses.
- D. Mileage will be paid at the prevailing Internal Revenue Service rate for use of personal vehicles. If a Trustee elects to travel by personal vehicle and travels more than 300 miles one way, reimbursement for such travel expenses, i.e. mileage, tolls, and parking, will not exceed the cost of the lowest-quoted airfare and ground transportation (i.e., taxicab fare) for the same travel.
- E. Board members are encouraged to report on their activities to their fellow Trustees at the next regular board meeting following the travel.

II. Expenses Not Reimbursable

The following expenses are not reimbursable: sales tax on all purchases (except for out of state hotel tax); transportation, registration, and meal costs for a domestic partner, spouse, or other family member; alcoholic beverage expenditures;

entertainment and tours not directly connected with business-related events; and any personal expenses not connected to the purpose of the business trip, such as dry cleaning, valet services, in-room movie rental services, tours, personal telephone calls, and all gratuities.

III. Reimbursement Procedures

In order to receive reimbursement for approved expenses, Board members must submit a "Travel Expense Voucher," together with all required receipts, to the Office of Business and Financial Affairs no later than three months after the last date of travel. Exceptions to this requirement may be made in cases of illness, military service, or emergency leaves of absence. Such requests must be documented and will require the written approval by the Chairperson of the Board.

Board of Trustees
June 16, 2016