



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 1.8

SECTION: Board of Trustees

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The Board recognizes that it is important and necessary for the welfare and governance of the College that all Trustees engage in educational and trustee development opportunities and serve as advocates for community colleges and Morton College on local, state, and national levels. A Trustee may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College. Therefore, it is the policy of the board to encourage its members to travel for purposes of further education and experience when such travel will prove to be of benefit to the College and is related to the College's mission, vision, and goals, as well as its governance. The board further acknowledges that the need for Trustee education and advocacy must be balanced with fiscal responsibility. To these ends, the Board has developed this Trustee Travel Policy.

All overnight, and/or out-of-state travel, and/or in-state travel that exceeds a 100-mile radius from the College by a Trustee must be pre-approved by the Board at a Board meeting held in advance of the anticipated travel. In the event pre-approval is not possible due to an emergency or exigent circumstances, the traveling Trustee must obtain the pre-approval of the Board Chair and College President, except in the case of the Board Chair, who must obtain the pre-approval of the Vice Chair and College President.

Notwithstanding anything contained herein, attendance by a Trustee at Regular, Special, and Committee Meetings of the Illinois Community College Trustees Association has tacit approval of the Board on an on-going basis if held within a 200-mile radius from Morton College and does not involve more than one overnight. Even attendance at a Regular, Special, and Committee Meetings of the Illinois Community College Trustees Association outside of a 200-mile radius from Morton College and/or involving more than one overnight requires pre-approval by the Board.

All arrangements for travel and conference expenses shall be made through the Clerk of the Board or the President's Office. The Clerk of the Board or the President's Office will receive reimbursement documents from Trustees for conformity and processing.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses, except as set for herein:

Any travel advance (assuming the travel itself has been pre-approved), must be pre-approved by the Board Chair, except in the case of the Board Chair, who shall obtain the pre-approval

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DATES REVISED: October 25, 2001; January 23, 2002; April 22, 2009

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of the Vice Chair. Any travel advance may not exceed a reasonable estimate of "out of pocket" expenses for the pending travel. Final accounting for travel advances should be submitted to the College no later than thirty (30) calendar days after the Trustee's return from the trip.

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.

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