



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 2.10

SECTION: Administration

PAGE: 1 of 1

The Board recognizes that an Administrator 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.

College business travel by an Administrator is subject to the recommendation of the Provost or appropriate Vice President and the approval of the President, *or the President's designee*, within the limitation of budget and existing policy and procedure.

Out-of-state travel by an Administrator shall be approved by the Provost or appropriate Vice President, and the President, and shall be reported to the Board. Out-of-state travel by the President is subject to approval of the Board.

Travel by an Administrator outside the Continental United States is subject to approval of the Provost or appropriate Vice President, the President, and the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; December 19, 2018

DATES REVISED: March 26, 2014; August 27, 2014; June 20, 2016; November 28, 2018

REVIEWED DATES: November 2013; August 2014; May 25, 2016; November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527