



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 4.3

SECTION: Classified Personnel

PAGE: 1 of 1

The Board recognizes that Classified Personnel 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 Classified Personnel is subject to the recommendation of the appropriate Supervisor/Administrator and the approval of the President, within the limitation of budget and existing policy and procedure.

Out-of-state travel by Classified Personnel shall be reported to the Board.

Travel by Classified Personnel outside the Continental United States is subject to approval of 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; January 23, 2019

DATES REVISED: March 26, 2014; August 27, 2014; September 24, 2016, December 19, 2018

REVIEWED DATES: November 2013; August 2014; May 25, 2016; August 28, 2016; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527