

## **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.

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