

### **3000.2**

#### **Travel Reimbursement Procedure**

The Board of Trustees of Gillette Community College District (GCCD) believes that College business may require employees and students to travel. The Board expects that individuals who are traveling do so with an awareness that they are using College funds, the vast majority of which are derived from local taxes and student tuition. It is expected, therefore, that the travel and the process for the approval, monitoring, and reporting of travel, be comprehensive to ensure it is conducted in a manner respectful of the resources it requires and to advance the mission of GCCD. Thus, it is the policy of GCCD to support reasonable and necessary travel related to achieving our educational mission. The purpose of this policy is to direct the President to establish appropriate administrative procedures for the various aspects of travel for college business.

This procedure applies to all official college travel, including travel funded under sponsored awards. Additionally, this policy applies to:

- A. Employees, volunteers, and student employees traveling on college business, regardless of the source of funds
- B. Employees who have supervisory responsibilities for college budgets
- C. Employees who make travel or business-related arrangements for themselves or others
- D. Employees who initiate, review approve, process, or record financial transactions on behalf of the college
- E. Employees traveling with students will follow this procedure as well as Student Travel Procedure
- F. Potential employees who are traveling to the college for interviews
- G. Employees in sponsored award-funded positions expense reimbursement

For all travel for which an employee will be requesting reimbursement, the employee must submit an Authorization Form to their supervisor prior to travel taking place if the employee does not have any spending authority. The supervisor will sign the form agreeing to the expense. Upon returning to the college, the traveler will submit all their receipts and any other reimbursement requests on the proper reimbursement form per the travel Reimbursement Report instructions. All receipts are required for reimbursement.

Adopted: May 1, 2023

Reviewed:

Revised: