

COLLEGE TRAVEL**Reason for Policy**

To establish travel authorization and expense reimbursement procedures for official college travel.

Policy Statement

Mercer County Community College employees or Trustees may be authorized to attend professional conferences, meetings, workshops and development seminars at the College's expense and/or during normally assigned working hours if the purpose of such travel is in accordance with the mission, goals, objectives and priorities of the College and if funds to support such travel are available in the appropriate budget. Interference with the individual's performance of regular job duties must be kept to a minimum.

- I. Faculty and staff members may be approved under procedures authorized by the President to travel on college business if:
 - A. The value to the College of the information and/or training to be obtained by the individual justifies the cost; and/or
 - B. College representation is necessary.

- II. Reimbursement for in-state travel and lodging
 - A. MCCC will reimburse employees who attend pre-approved meetings, conferences, and other activities within the state of New Jersey. In general, the College expects employees attending pre-approved in-state meetings or conferences to commute to and from these activities. The College will reimburse employees for the public fares or for mileage based on current mileage reimbursement standards. The college normally will not reimburse employees for overnight lodging at such in-state activities. Employees may request special exemption from this standard if the in-state meeting or conference requires their attendance at early morning before 8 am or late evening after 7 pm activities except social or networking activities during a multi-day event. Please contact your PLT representative to discuss such an exemption. This exemption does not apply to one-day meetings or conferences, to which employees are asked to commute.

- III. Travel outside the State of New Jersey and/or requiring a hotel stay requires the prior written approval of the President (for employees) or Board Chair (for trustees). All other travel is considered local and is reimbursed according to applicable procedures.

- IV. The following guidelines apply to all approved college travel, under procedures to be authorized by the President.
 - A. A written statement of the purpose of each approved trip and the expected benefits to the College must be submitted in writing to the responsible Vice President for authorization.
 - B. Persons whose travel plans have been approved must make all transportation and lodging arrangements through the College.

- C. The College must select the lowest available coach rate airfare and lodging shall be limited to the rate for standard accommodations (or conference rate where applicable). The College will reimburse meal expenses based on existing guidelines. No college funds from public or student sources may be used for the purchase of alcohol.
- D. A traveler will not be reimbursed for any travel expense until after completion of the trip and upon submission of the appropriate documentation. All requests for reimbursement must be submitted to the College immediately, but no later than ten (10) days upon return from travel and must be accompanied by all supporting documentation. Untimely submission of a reimbursement request is unacceptable and will be the basis for its denial.
- E. If the approved mode of travel is by private automobile, the person will be reimbursed at the mileage rate paid by the County of Mercer and for the cost of tolls and parking. The person will be responsible for all other costs such as fuel, insurance, towing and maintenance related to his/her private automobile.
- F. The traveler is responsible for expenses incurred for a lodging "no show" reservation. The President may authorize exception based on written explanations.
- G. Persons who are involved in an accident while traveling on business must promptly report the incident in accord with established procedures.
- H. Willful violations of this policy, including falsification of expense reports, will be grounds for disciplinary action, up to and including denial of requested reimbursements and/or termination of employment.

Approved:

Board of Trustees

November 17, 2005

Revised:

July 20, 2006

April 19, 2018