

Essex County College College Regulation

REG 3-3 TRAVEL, MILEAGE AND OTHER REIMBURSABLE EXPENSES

Purpose:

To establish the manner and procedures by which the College is to reimburse members of the Board of Trustees, its employees and non-College personnel for certain expenses incurred in conjunction with conduct of legitimate College business.

Application:

1. This Regulation will govern all Board members, administrative officers and other personnel employed by the College; it will also govern any other travel vouchers submitted to the College for reimbursement.
2. Compliance with this Regulation is the responsibility of each individual. The College reserves the right to review all travel claims.
3. Persons traveling on official College business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
4. All travel, except that performed in the reasonable execution of an individual's job, will require a Day or Overnight Travel Authorization form, as appropriate, approved by the employee's supervisor, area head, the Comptroller, and the President. Approval must be received prior to making other arrangements pertinent to the overnight travel, such as hotel accommodation, conference registration, tickets, etc.
5. All employees seeking travel reimbursement shall file a Travel Authorization form except for inter-campus travel.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A: 12(o), BP 3-6, BP 3-7
Regulation History: App. 12/93, Rev. 10/01, 7/11, 3/17	Attachment(s):