

Essex County College College Regulation

REG 3-3 TRAVEL REQUEST AND EXPENSE REIMBURSEMENT

Purpose:

To establish the procedures by which the College is to (1) authorize travel for legitimate College business; (2) authorize travel reimbursement for members of the Board of Trustees, employees, and approved individuals, as set forth in the College's Travel, Mileage, and Other Reimbursement Guidelines, for certain travel expenses incurred in conjunction with conduct of legitimate College business; and (3) ensure authorized travel and reimbursement are in accordance with the College's Travel, Mileage, and Other Reimbursement Guidelines, and comply with all applicable federal, state and local laws, College regulations and contracts.

Application:

1. This Regulation will govern all ECC Board of Trustees, administrative officers, employees, and approved individuals.
2. Compliance with this Regulation and the Travel, Mileage, and Other Reimbursement Guidelines is the responsibility of (1) the individual seeking reimbursement; and (2) the respective authorizing supervisor and Area Head, if applicable.
3. Board of Trustees, employees and approved individuals are not eligible for travel mileage and other reimbursements for ECC inter-campus travel or routine travel that is part of their job responsibilities. When there are exigent circumstances, Area Heads may approve travel mileage and other reimbursements for employees directed by the Area Head to travel for legitimate College business.
4. All requests for travel require a Day or Overnight Travel Authorization Form approved by the employee's supervisor, Area Head, the Comptroller, and the President. Employees shall submit a copy of their driver's license, proof of insurance and valid registration when they use their personal vehicle for legitimate College business and seek travel mileage and other reimbursements from the College. Approval must be received prior to making other arrangements pertinent to the overnight travel, such as hotel accommodation, conference registration, tickets, etc. All travelers are expected to abide by Essex County College Travel, Mileage, and Other Reimbursement Guidelines.
5. Persons traveling on legitimate College business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business, regardless of funding sources. All expense reimbursements are subject to review and approval, and receipts must be submitted to Accounts Payable, after travel, as soon as possible, but no later than 30 days after returning from travel or from when the reimbursable expense was incurred.
6. In the event of unauthorized travel, which is violation of this Regulation, the traveler must fill out an Unauthorized Travel Form with the Accounts Payable department.
7. All employees seeking travel, mileage, or other reimbursement must review and follow the requirements outlined in the College's Travel, Mileage, and Other Reimbursement Guidelines.

Responsible Official(s): The Office of the Comptroller

Reference: *N.J.S.A. 18A: 64A: 12(0), BP 3-6, BP 3-7*

Regulation History: App. 12/93, Rev. 10/01, 7/11, 3/17, 1/24

Attachment(s):