**Sauk Valley Community College**

**July 25, 2016**

**Action Item 5.6**

**Topic: Board Policy 510.01 Travel of College Personnel**

**Strategic Direction: Goal 3, Objective 3 – Improve the efficiency of College Operations**

**Presented by: Dr. David Hellmich and Melissa Dye**

**Presentation:**

The current travel policy allows for reimbursement of meal expense over per diem if accompanied with a detail receipt. Due to the labor involved with tracking these receipts and the additional expense that arise when going over the per diem rate the College has decided to enact the per diem rates based of the GSA standards.

 In addition the College will no longer require receipts for small expenses such as tolls, tips and taxis.

**Recommendation:**

The administration recommends the Board approve the revised Board Policy 510.01 Travel of College Personnel as presented for fourth reading**.**

510.01 Travel of College Personnel

A. Approvals: Travel shall be regulated subject to the limitation to the budget provided. Reimbursement of in-district and out-of-district travel expenses must be approved by the appropriate supervisor. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate dean/provost if out-of-state (excluding Iowa, Indiana and Wisconsin which only need supervisor approval) and the President if out of the country, unless performed under emergency conditions.

 B. Mileage: The rate of reimbursement when using personal automobiles for college travel will be equal to the current IRS tax deduction rate. No reimbursement will be paid for travel between home and the regular place of work or duty.

C. Meals: Reasonable meal expenses will be reimbursed in accordance to IRS regulations. Meal expenses may be reimbursed up to the per diem amounts set in administrative guidelines and approved by the Board. Reimbursement above the per diem amounts may be reimbursed if documented with detailed receipts. No reimbursement will be provided for the purchase of alcoholic beverages.

D. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts.

 E. Public Transportation: Approved reasonable public transportation expenses will be reimbursed. Request for such reimbursement should be accompanied by receipts if possible and will be required if up to the maximum amount per IRS regulations.

 F. Others: Miscellaneous travel expenses, such as tolls, parking fees, tips and train and taxi fares, may be reimbursed at the discretion of the approving authorities. Requests for such reimbursements should be accompanied by receipts if possible and required if up to the maximum amount per IRS regulations.

 10/22/80

06/26/00

04/01/81

11/28/05

03/27/89

10/24/11

 02/26/90

11/23/15

510.01 Travel of College Personnel

A. Approvals: Travel shall be regulated subject to the limitation to the budget provided. Reimbursement of in-district and out-of-district travel expenses must be approved by the appropriate supervisor. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate ~~dean/provost~~ *President’s Cabinet member* if out-of state(excluding Iowa, Indiana and Wisconsin which only need supervisor approval)and the President if out of the country, unless performed under emergency conditions.

B. Mileage: The rate of reimbursement when using personal automobiles for college travel will be equal to the current IRS tax deduction rate. No reimbursement will be paid for travel between home and the regular place of work or duty.

C. Meals: Reasonable meal expenses will be reimbursed in accordance to IRS regulations. Meal expenses may be reimbursed up to the per diem amounts set in administrative guidelines and approved by the Board. Reimbursement above the per diem amounts, *if reasonable,* may be reimbursed if documented with detailedreceipts. No reimbursement will be provided for the purchase of alcoholic beverages.

D. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts.

E. Public Transportation: Approved reasonable public transportation expenses will be reimbursed. Request for such reimbursement should be accompanied by receipts if possible and will be required if up to the maximum amount per IRS regulations.

F. Others: Miscellaneous travel expenses, such as ~~tolls~~, parking fees, tips and train and taxi fares, may be reimbursed at the discretion of the approving authorities. Requests for such reimbursements should be accompanied by receipts if possible ~~and required if up to the maximum amount per IRS regulations.~~*Receipts are not required for items less than $25.*

10/22/80 6/26/2000

04/01/81 11/28/2005

03/27/89 10/24/2011

02/26/90 11/23/2015