510.01 Travel of College Personnel

A. Approvals: Travel, which is directly incidental to official College business by Board members, administrators, officers and employees of the College, shall be regulated subject to the limitation to the budget provided and allowable under Public Act 99-0604 known as the “Local Government Travel Expense Control Act.” Reimbursement of indistrict and out-of-district travel expenses must be approved by the appropriate supervisor and submitted on a Travel Expense Report. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate 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. Transportation
   a. 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.
   b. Air Travel: Lowest reasonable rate (coach), receipt required.
   c. Rental Car: Lowest reasonable rate (midsize) or van depending on number of travelers, receipt required.
   d. Rail or Bus: Lowest reasonable rate and cost shall not exceed air travel, receipt required.
   e. Public Transportation: Actual reasonable rate, receipt required.

C. Meals: All reimbursement must be accompanied by detailed receipts. Maximum amount of reimbursement as followed (which includes tip): Breakfast, $17; Lunch, $18; Dinner, $34.
   • No reimbursement will be provided for the purchase of alcoholic beverages.

D. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts. Maximum amounts of reimbursement as followed: Chicago & suburban Cook County and outside Illinois, $222/night; all other Illinois counties, $112.

E. Exceptions: Any expenses that exceed maximum reimbursement will have to be approved separately by the Board of Trustees with a roll call vote.

F. Entertainment: The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is required for the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.