
Community College of Beaver County

BOARD OF TRUSTEES
POLICY STATEMENT

Section 3 Finance, Facilities, and Technology

Policy 3.190 Travel Policy

The Board recognizes the necessity for and the intrinsic value in having its employees participate in meetings, conferences and other activities, which promote professional growth and development or which otherwise, serve the interests of the College. To support these activities, the Board annually approves funding for professional development and travel by College employees and members of the Board.

To ensure appropriate controls are exercised in the commitment and expenditure of these funds, the Board directs that procedures be developed to create the mechanisms for requesting approval for travel and to reimburse actual reasonable expenses incurred during approved travel. The procedures are to define the approval process, to identify expenses eligible for reimbursement, and to delineate the process for requesting reimbursement.