

Community College	Travel Policy
<p><b>Cloud CC</b></p>	<p>The Cloud County Community College Board of Trustees strongly endorses and recognizes that board education, advocacy before local/state/national legislators and government officials, fundraising and support of Cloud County Community College and community colleges in general are very important parts of the Board's role and responsibilities. Furthermore, the Cloud County Community College Board recognizes there are legitimate reimbursable expenses associated with effectively discharging its responsibilities; and reimbursement will follow college procedures. Board members shall be reimbursed for travel expenses to include transportation, lodging, meals, seminar/conference fees and other reasonable expenses as identified in current college travel and expense procedures. Mileage will be paid at the prevailing college rate for use of personal vehicle. Travel by plane or other public transportation will not exceed the lowest quoted coach fare. If a trustee chooses to travel by personal vehicle, reimbursement for all expenses, i.e. mileage, meals, tolls, and parking, will not exceed the cost of the lowest quoted airfare. If a Trustee chooses to have a spouse or other family members join them while traveling, it will be the Trustee's responsibility to identify, account for and not seek reimbursement for all those expenses including transportation, lodging, meals, seminar/conference fees and other expenses directly related to the spouse or family member's travel.</p> <p>All requests for travel by individual members of the Board estimated to be over \$500 shall be pre-approved by a majority vote of the Board of Trustees at a regular monthly meeting and included in the meeting minutes. The Clerk of the Board will provide the cost estimate prior to the vote. This will provide accountability to the taxpayers of Cloud County who support the College.</p>
<p><b>Coffeyville CC</b></p>	<p><b>Board Policy BBBF - Reimbursement for Expenses:</b> No Board member shall be reimbursed for expenses incurred for any travel unless such travel has been approved by the Board.</p> <p><b>Board Policy BBBF-R - Reimbursement for Expenses:</b> Any payments to Board members must be in the form of a reimbursement for amounts previously paid by the Board member, and receipts shall be provided by the Board member in accordance with the provisions of Board Policy GBRF-R - Travel Expense.</p> <p>(Note: Board Policy GBRF refers to faculty/staff travel and the procedure of turning in receipts, using college vehicles, etc.)</p>
<p><b>Independence CC</b></p>	<p><b>INDEPENDENCE COMMUNITY COLLEGE Board of Trustee Policies</b>  <b>CODE: FIN - 405</b>  <b>SUBJECT: Travel</b>  <b>ADOPTED: July 13, 1999</b></p> <p>The Board shall approve expenditures for professional travel for college, trustees, administration, faculty, staff, and students involved in official college duties and services. Prior approval for professional travel must be granted by the appropriate college administrator and must be within departmental budget.</p>

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<b>Butler CC</b>	<p>This is Butler's travel policy for Trustees:</p> <p><b>PROFESSIONAL MEETINGS</b></p> <p>Board Participation</p> <p>In accordance with KSA 71-201, Power of Trustees, members to the Butler Community College Board of trustees shall be paid mileage and other actual necessary expenses incurred in the performance of their official duties including travel to and from regular and special Board meetings. Mileage shall be at the set college rate and reimbursed on a quarterly basis.</p> <p>Reimbursement Guidelines</p> <p>Convention registration, hotel reservation, travel expense, meals and reasonable tips are approved convention expenses.</p> <p>Car rental should not be used unless absolutely necessary and only when no other means of transportation which would be as economical is available.</p> <p>Taxicab charges shall be allowed from bus, rail, or plane terminals to the destination of a meeting and between points of duty.</p> <p>Long distance telephone calls and fax messages will be reimbursed for college business only. Personal calls are not to be charged to the College.</p> <p>Board members shall not be reimbursed for travel expenses incurred by their spouse or other members of their family.</p> <p>The College will not reimburse any official for expenses incurred for the purchase of alcoholic beverages.</p> <p>The Board members shall submit their expense account on a purchase order claim voucher supported by paid receipts for reimbursement.</p>

The following Community Colleges responded that they do not have a Board Travel Policy in place: Seward CC; Colby CC; Cowley CC; Garden City CC; Fort Scott CC