

Bergen Community College
Board of Trustees
Section BoT

Policy # BoT: 008-001: 2018

Effective Date: November 1, 2017

Responsible Official:
Board of Trustees

Board of Trustee Members Travel and Reimbursement Policy

Reason for Policy:

To articulate the College's policy on Board member travel expenses and reimbursements.

Entities Affected by this Policy:

Board of Trustee members

Policy Statement:

Bergen Community College benefits when trustees function as representatives, ambassadors and advocates for the College. Board members may be reimbursed for or have appropriate expenses paid in advance for travel related to official College business. Board member requests for travel that include expenses over \$100.00 require approval in advance from the president. College travel reimbursement rates will be in accordance with policies and procedures in place for faculty and staff. (See Policy on Travel, Mileage, and other Reimbursable Expenses for College Personnel.)

Eligible Allowances include, but are not limited to mileage, meals, hotels, gratuities, tolls, conference registration fees, taxi and parking, **with the exception that the president may approve additional expenses as appropriate.**

Procedures:

1. A board member seeking reimbursement for travel and other expenses needs to complete the Bergen Community College Travel Reimbursement Request form. Receipts or other documentation documenting the expenses must be attached.
2. Requests for reimbursements should be sent to the secretary to the Board of Trustees. S/he will get, if needed, necessary signatures and will file the requests with accounts payable.

Related Documents/Policies:

FIN: 013-001: 2018College Travel Reimbursement Policy for Faculty and Staff

Policy History: (adopted/amended)

Section: BoT

Adopted: 11.1.17

Resolution: A/F 6

Updated: