

**Bergen Community College**  
**Board of Trustees**  
**Section: FIN**

**Policy #** FIN: 008-001: 2018

**Effective Date:**

**Responsible Official:**  
Executive Director of Finance

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**Approval for Reporting of College Events Held at Off-Campus Establishments**

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**Reason for Policy:**

**Entities Affected by this Policy:**

**Policy Statement:**

When a College Trustee or employee event such as a workshop, retreat, or seminar, needs to be scheduled at an off-campus location, i.e., hotel, retreat center or restaurant, it must be approved by the President’s Executive Team member having supervisory responsibility for the area. The President is authorized to sign vouchers for Board of Trustees sponsored events held off-campus.

When off-campus events occur, an expenditure report for the event will be provided to the Audit and Finance Committee for review.

**Procedures:**

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**Related Documents/Policies:**

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**Policy History:**

Section C: CI  
Adopted: 2/7/1996  
Amended: