

SUNY BROOME

(POLICY)

Policy:	Travel	Policy No.:	F16004
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	VP Admin & Finance
Approved:	March 28, 1991		
Revised:	March 25, 2021		
Reviewed:			

Purpose

This policy governs the payment of or reimbursement for authorized College business-related travel expenses incurred by College employees. Reimbursement will be made in accordance with the established guidelines and procedures.

Statement of the Policy

Broome Community College recognizes the need for travel for the purpose of participation in educational and professional meetings\conferences, professional development activities, representing the College at certain functions and to conduct general college business away from the campus. The College will reimburse employees for business-related travel as per procedures established in the SUNY Broome Community College Purchasing and Contract Guidelines and Procedures document.

To Whom It Applies

This policy is binding on all employees.

General Guidelines

Anyone who travels has the responsibility to submit for payment of or reimbursement for travel expenses according to this policy and its related procedures. Travel expenses incurred while on Broome Community College business will be paid for by the College if the expense are reasonable, properly approved and documented as part of the traveler's claim for reimbursement. Supervisory approval shall be obtained prior to the commencement of such travel.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (1.18)</i>	03/25/2020	KP	<i>Secretary – VP Student Development</i>
Revised	02262021	MS	VP Admin & Finance