

# DOMESTIC TRAVEL PROCEDURE

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*Related Board of Trustees Policy: BP 5.1*

*Approval: May 2012*

*Revision:*

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## **Employee Responsibility**

Expenses for authorized travel on official college business by Craven Community College employees, trustees, students, and prospective professional employees shall be reimbursed from state funds, subject to limitations established by state policy as outlined in the *Accounting Procedures Manual* published by the North Carolina Community College System. An employee traveling on official college business is expected to exercise the same care in incurring the expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official college business are not acceptable under this standard.

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Each traveler, whether an employee or a non-employee, is responsible for his or her own expenses. The college should not be billed for individual travel related expenses.

The college credit card can be used to pay for airline, train and bus fare for employee business travel needs as well as lodging and registration fees. These cards are distributed at the discretion of the Vice President of Administrative Services and the Procurement and Fixed Asset Officer. Employee misuse of college-issued credit cards is grounds for termination. The traveler or support staff should make his/her own travel arrangements. Neither the Procurement and Fixed Asset Officer or the Accounting Assistant – Purchasing are responsible for making any travel arrangements.

Please consult the Accounting Procedures Manual--Section 5--for complete details, instructions, and state policies regarding travel at:

[http://www.nccommunitycolleges.edu/Business\\_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012\\_04\\_17\\_SEC5\\_latest%20published.pdf](http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012_04_17_SEC5_latest%20published.pdf)

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