CP – 5.1.2

EMPLOYEE AND STUDENT TRAVEL

Related Board of Trustees Policy: BP 5.1
OPR: Vice President for Administration
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EMPLOYEE AND STUDENT TRAVEL

College employees and students are encouraged to participate in College-authorized travel to support academic programs, conduct extra-curricular activities, and participate in professional development activities. This Procedure ensures sound fiscal and management practices are utilized to expend College funds efficiently within approved budgetary constraints. Authorized travel and expense reimbursements shall comply with federal, state and local laws and regulations, as well as North Carolina State Board of Community Colleges Codes (SBCCC) and Board of Trustee Policies. The Vice President for Administration approves and publishes the College's *Travel Manual*, which provides detailed requirements, guidance, and processes for employee and student official travel.

Employees are expected to utilize the most cost-efficient means of travel. Travelers should holistically evaluate modes of travel, available accommodations, and other expenses including conference fees against mission requirements. Personal preference and convenience may not be used to justify additional costs. The Vice President for Administration approves employee travel and may modify or disapprove travel requests that include excessive expenditures or do not reflect best practices.

Students traveling on official business for activities paid via state funds must comply with the same requirements as state and non-state employees. State funds may not be used to support travel for participation in athletic contests or student organization activities. Specified student activity fees, College Foundation grants and scholarships, or other institutional funds may be used, as appropriate, for these purposes. Student travel must be approved by the Associate Vice President for Students.

Employees and students may be required to pay or reimburse the College for travel expenses that have not been approved in advance.

Associated Manual

- 5.1.2.1. *Travel Manual*