



POLICY 6200

TRAVEL

Policy Category: Finance and Business Services

Area of Administrative Responsibility: Finance

Board of Trustees Approval Date: March 21, 2017

Effective Date: March 22, 2017

Amendment History: Repealed February 8, 2012 version

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PURPOSE

Nassau Community College recognizes the need for travel for the purpose of continuing professional education, representing the College at certain functions and to conduct general college business away from the Campus. Such travel expenditures are specifically included in Section 602.4(d) of the New York State Code of Rules and Regulations for the Operation of Community Colleges (NYCRR) as allowable operating expenses. This policy governs the payment of or reimbursement for authorized College business-related travel expenses incurred by travelers. This policy also ensures that College resources are used wisely.

SCOPE

This policy is binding on all employees. Employees on sabbatical leave are not eligible for travel reimbursement.

POLICY

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 Nassau Community College business will be paid for by the College if the expenses 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 unless unforeseen, documented conditions exist.

The College must implement and adhere to regulations issued by the Internal Revenue Service (IRS) and other governmental agencies. Proper documentation of the travel and expenses related to that travel shall be submitted for reimbursement, in accordance with established procedures, as soon as possible after the employee returns from the travel. All travel claims must include the following:

- A. Information to establish the business purpose of the travel or other expenditure;
- B. The amount, date, and place for each expenditure;
- C. Substantiation of the expenditure with original receipts (except for per diem meal expenses); and
- D. If necessary, the return of any unused cash advances (due within 30 days of completing the trip).

ENFORCEMENT

Violation of this policy will result in disciplinary action as follows:

- A. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- B. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.