

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College District. To this end, employees may make professional trips from time to time. Reimbursement for such trips shall be made within established guidelines and budget constraints.

Employees whose duties require travel within the College District shall also be entitled to reimbursement consistent with the College District's procedures and guidelines for faculty and staff.

PROFESSIONAL
TRIPS

Employees shall be allowed to attend professional meetings that pertain to their respective areas of responsibility, subject to the following criteria:

1. The money to be expended falls within the budget amounts previously approved by the Board. Funds shall be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis.
2. The trip is approved by the immediate supervisor, appropriate vice president, provost, or the ~~College District~~ President.

REIMBURSEMENT

Employees shall be reimbursed for reasonable travel expenses in accordance with the College District's business procedures.

IN-DISTRICT TRAVEL

For purposes of the in-College District travel policy, the following definitions shall apply:

1. Employees shall be defined as full-time employees of the College District.
2. Multiple assignments shall be defined as assignments that in any one day require the employee to start the workday at one location and travel to a subsequent location(s) to meet the College District needs. The concept of multiple assignments refers to a full-time assignment only and specifically excludes the part-time overload or extra service assignment that may be worked by full-time employees.
3. Committee and special assignments shall be defined as being integral to the operation of the College District. These assignments are established by the vice president, provost, or ~~College District~~ President; examples are curriculum advisory board, all College District council meetings, and search committees.

Employees who serve on College District committees or serve on special College District assignments shall be reimbursed at the

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	<p>standard approved rate per mile in accordance with the College District's business procedures.</p> <p>Travel for employees for specially funded programs shall be governed by the terms of that program contract but shall not exceed the approved travel rate for the College District.</p>
INTERNATIONAL TRAVEL	
PURPOSE	<p>International travel shall be authorized for the primary purpose of increasing the academic and/or civic experience offered to College District students and enhancing the value of the faculty and staff's contribution to the College District's strategic goals.</p>
DEFINITION	<p>International travel must have a College District benefit. International travel is defined as any approved College District-related trip during or outside of usual working hours taking place anywhere outside the 48 contiguous United States. College District employees may be approved to travel with the College District for a variety of reasons provided they are effectively tied to the strategic goals of the College District. International travel shall be an authorized expenditure under the College District's annual operating budget. [See CC(LEGAL)]</p>
BEHAVIOR	<p>All employees shall adhere to the Employee Standards of Conduct. [See DH(LOCAL)]</p>
CONFLICTS OF INTEREST	<p>All College District employees shall adhere to the conflicts of interest provisions found in Board policies. [See DBD]</p>
ELIGIBILITY	<p>For the purposes of international travel, only full-time employees shall be eligible. An otherwise eligible employee, whose position is funded by an external grant or contract, shall be ineligible for international travel unless such travel is required and funded by the grant or contract.</p> <p>International travel shall not be considered as an individual professional development right or deferred compensation.</p>
FREQUENCY	<p>With the exception of travel for performance, competition, or in support of student activities, international travel shall be restricted to once every three years for an individual.</p>
FUNDING	<p>Any employee who voluntarily terminates full-time employment with the College District prior to 12 months following the completion of the international travel shall have a prorated portion of the travel expenses (including registration fees, hotel, meals, and transportation costs) deducted from his or her final payroll check to the extent permitted by law. If insufficient funds exist to repay the amount due through payroll deduction, the prorated amount due to the College District must be repaid through a personal check or equivalent.</p>

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RISK
ASSESSMENTS

Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.

Employees or any other individuals authorized to travel, including students, shall not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found at <http://travel.state.gov/travel/warnings.html>.

RELEASE

In consideration of the College District authorizing international travel to a College District employee and other consideration, the College District employee shall execute a written release prior to beginning the travel, releasing the College District and its trustees, officers, employees and agents from any liability, claims, causes of action and damages, known or unknown, in connection with or related to the international travel authorized by the College District. The form of the release shall be approved by the College District.

LIMITATIONS

No more than three College District employees shall be approved for international travel during any fiscal year.

APPLICATION

Applications shall be submitted a minimum of three months prior to the planned travel dates; exceptions shall require approval from the appropriate leadership team member.

All proposals shall be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval shall be submitted to and evaluated by a review committee consisting of a minimum of two-thirds of the academic deans, and a dean, director, or appropriate administrator from student development, administrative services, and organizational effectiveness/HR. Applications recommended for approval by the review committee shall be submitted to the appropriate leadership team member.

APPROVAL

Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the College-District President may authorize international travel, subject to approval by the Board.

EXCEPTIONS

Upon recommendation of the dean, director, or immediate supervisor, and the appropriate leadership team member, exceptions for award recipients may be granted by the College-District President and/or Board.