



POLICY

Title: TRAVEL AND EXPENSE REIMBURSEMENT	Code: B0901
Authority: Wis. Stats., § 38.04(14), 38.12(7), WTCSB Administrative Code, TCS 6.04; Board Minutes, 9/16/81; 6/28/93; 10/25/93; 8/22/95; 2/20/96; 8/27/96; 11/16/99; 2/25/03	Original Adoption: 9/16/81 Revised/Reviewed: 2/25/03 Effective: 2/26/03

The District Board recognizes that travel may be necessary to carry out the mission of the district. Reasonable and necessary actual expenses, which are associated with the following types of travel, are reimbursable for board members, employees, students, applicants, consultants, members of the volunteer advisory audit committee and invited guest speakers.

A. TYPES OF TRAVEL AUTHORIZED

1. Travel for meetings of the board, committees of the board, or other meetings related to board functions where attendance is required. While it is expected that board members participate in activities such as the Wisconsin Technical College System's District Board's Association, the Association of Community College Trustees, and other activities which improve their effectiveness as board members, it is anticipated that such use of public funds for travel expenses be responsible and professional. Participation in out-of-state functions for such purposes should be limited to a reasonable and practical number of participants whenever possible. The board chairperson has final discretion in determination of out-of-state attendance at such functions.
2. Travel for meetings with MATC administrators, employees, citizen groups, or citizen representatives, when such meeting involves a proper duty or function of a board member or employee.
3. Travel related to meetings, seminars, conferences, or pre- and post-conference activities which are considered to be beneficial to the operations and administration of MATC.
4. Travel related to legislative and governmental or judicial matters.
5. Employee travel related to regular day-to-day work assignments.
6. Travel expenses for applicants who have been invited to an interview and who reside more than 50 miles outside of the district, except that an applicant who has been offered a position but refuses employment with MATC will not be reimbursed for travel expenses.



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7. The district will ensure that any required business related travel shall provide barrier free, accessible lodging and facilities, in compliance with the Americans With Disabilities Act. This does not include individual lodging, or professional travel for which an employee volunteers to participate.

B. FOREIGN TRAVEL

Because of the internationalization of the economy and education, it may be necessary to travel outside the United States to carry out the mission of the district. In these cases, reasonable and necessary actual expenses, which are associated with the types of travel listed in Item A of this policy, are reimbursable for district board members and employees.

C. APPROVAL AND REIMBURSEMENT PROCEDURES

All travelers are subject to approval and reimbursement procedures as delineated in Administrative Regulation and Procedure BB0901.

See also MATC Policies: B0806, Procurement Card; and D0109, International Programming.