

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FP 3510 Travel	Page 1 of 2
Associated Regulations: FR 3510 Travel Authorization and Reimbursement; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines for Non-Exempt Employee Travel; FLSA	
Supersedes: 3.11 and 4.15	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 03-24-2010	Last Revision: 09-21-2016

Three Rivers College authorizes travel to fulfill its mission. The college will pay reasonable expenses for those who travel on college business with advanced authorization to travel.

No authorization for travel by any employee shall be granted and no reimbursement for travel expenses shall be made except in accordance with the provisions of the policies, regulations and procedures of the college. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance.

Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

- a) Travel necessary for the proper execution of official college business, or in justifiable pursuit of the college's educational objectives; or
- b) Travel to meetings and conferences of a professional nature which increases the attending employee's usefulness to the college.

Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field, as designated by the college president.

Reimbursement for approved travel expenses shall be based on the IRS Guidelines for an "accountable plan", which allows for reimbursement of authorized business expenses without creating a taxable event for the employee. If federal funds are used to reimburse the trip, a note must be included indicating why the participation in the trip is necessary to the federal award. Contact the college business office for the most current information regarding college travel. Reference PR 4506 Overtime and Compensatory Leave, and the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA.

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DOCUMENT HISTORY:

- 03-24-2010:** Initial approval of policy FP 3510 Travel.
- 06-22-2016:** Addition of Federal Funds Disclosure.
- 09-21-2016:** Reference PR 4506 Overtime and Compensatory Leave and the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA. The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.