

College Travel, 5:03
Chapter 5: Financial

Responsible Office: Business Office
Applies to: Faculty and Staff
Approved: 11/17/2020

Policy: Rhodes State College authorizes its employees and other individuals on authorized College travel status to engage in travel and provides budgetary funds for allowable expenses.

The rules and regulations in this policy, and corresponding procedures, govern all allowable travel expenses and other related expenses incurred by individuals officially representing the College, including federal, private, and other grants unless the grantor specifically authorizes in writing that a different policy shall apply. Allowable expenses consist of the direct expenditures made by travelers in meeting their actual, necessary and reasonable expenses while traveling on official College business. Travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference, convenience or in violation of this policy and the corresponding procedures.

Reimbursement requests from College employees shall be honored if the traveler received proper prior authorization and if the expenditures incurred were in accordance with the rules and regulations in this policy and procedures.

References: N/A

History:

	Date:	Reason:
Issued:	11/17/20	Replaces Travel Expense Reimbursement Policy (10-18-16)
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.