



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE  2.13.28      Travel Policy	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: October 12, 2010; January 10, 2017; December 12, 2017; July 10, 2018; January 8, 2019; June 12, 2020, October 17, 2023; February 13, 2024; March 12, 2024</i>
	<i>Revised: January 8, 2019; June 12, 2020, October 17, 2023; February 13, 2024; March 12, 2024</i>

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The Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which became effective on January 1, 2017. As required by the Act, it is Kishwaukee College’s policy to regulate the payment of all employment travel expenses for College Board members, administrators, employees and students, as set forth below:

**Definitions.**

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly related to official College business travel by Board members, administrators, officers, employees and students involving direct payment to vendors providing transportation or related goods and/or services.

**Mileage & Tolls Reimbursement Rates** – The College shall reimburse mileage as set forth on Exhibit A to this Policy. For the purposes of mileage calculation, eligible reimbursement is the “shorter” of your starting point to your destination. If the destination is closer to your home, then you would calculate from your home to the destination. If the destination is closer to campus, you would calculate from campus to the destination. This excludes board members as their starting point is always their residence. Requests for reimbursement of toll road charges must be accompanied by a statement of the relevant charges from Illinois Department of Transportation or other agency that has already collected the toll road charges.

**Mileage Reimbursement Request Form** – The College shall only approve reimbursement of mileage and tolls if the Board member, administrator, officer or employee submits said expenses on the College’s Reimbursement Request Form. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.



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**Entertainment Expenses** – The College shall not make payment to allow any Board member, administrator, officer or employee to partake in any entertainment expense unless such expense is ancillary to the purpose of the program or event.

**Board Approval of Certain Expenses for Reimbursement** – The reimbursement of the following expenses for travel, meals and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:

Any expenses of a College Board member, administrator, employee, student or candidate for employment that exceeds the maximum allowed under the regulations adopted in this Policy.

Any reimbursable expense of a member of the Board Trustees of the College.

Any other reimbursable expenses because of emergency or other extraordinary circumstances.

**Compliance with Act** – The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

**Exhibit A: Kishwaukee College Permissible Travel Expenses**

The College shall only pay travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be paid include conferences, meetings, athletic or other student events, board, administrator or faculty events, lobbying or other government relations activities or any other event or program that is attended to further the College's mission. The allowable rates for travel are set forth below. All airline travel or travel beyond 300 miles requires written pre-approval by the College President. The Board, President, and all members of the Senior Leadership Team are exempt from the pre-approval requirement. All Presidential and Board travel must be presented and discussed in a Board meeting prior to travel. Mileage reimbursement requests must be submitted within 60 days after travel or approval by the President. Faculty may submit mileage reimbursement for travel for the entire semester up to 30 days later than the last day they taught.

Any expenses incurred by an administrator, employee or student, must be paid for using a College issued credit card. If a College issued credit card is not used to pay for expenses, the reimbursement will only be allowed with the written approval of the respective Senior Leadership team member.

**Transportation**

- Air Travel - Lowest reasonable rate (coach)
- Auto - IRS standard mileage rate at time of reimbursement. Not to exceed cost of air travel
- Rental Car - Lowest reasonable rate (midsize) and cost shall not exceed airfare
- Rail or Bus - Lowest reasonable rate and cost shall not exceed airfare
- Taxi, Shuttle, Rideshare or Public Transportation – Actual reasonable rate



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Meals

- The College will adhere to the maximum rates determined by the U.S General Services administration website. Current rates and information are posted on the Business Office documents page The College allows for meal reimbursement at a full day per diem, and does not apply a lower amount on travel days. The College does not break down per diems per meal.
- Meal allotment for travel by members of the College Board of Trustees, including the President and/or any employees of the College traveling with the members of the Board, will be per diem meal payment without submission of receipts. This meal allotment will be at a full day per diem, including on travel days.

Lodging

- The College will adhere to the maximum rates determined by the U.S General Services administration website. Current rates and information posted on the Business Office documents page
- Note: When staying at a hotel designated by a Conference, the conference rate will be the approved rate, even should it exceed the allowable per diem rate, even should it exceed the allowable per diem rate.

Non-reimbursable items

- Alcoholic Beverages
- Barber/Beautician
- Companion expenses (including taxes and tips for meals)
- Damages to employee's car
- Entertainment, movie rentals, incidentals (including in-room movies)
- Expenses for social or entertainment meetings between College employees
- Gifts
- Interest charges on credit cards
- Laundry and valet charges for trips under 7 days
- Living expenses applicable to days by which the duration of a trip is extended for personal reasons
- Loss of personal funds or cash advances
- Loss of personal property
- Maintenance or repair of personal property
- Parking tickets or other traffic fines
- Travel insurance over and above that which is provided by the college
- Valet parking (unless no other parking options are available)
- Fitness Centers/Health Clubs
- Snacks while traveling