



## TRAVEL AND EXPENSE REIMBURSEMENT POLICY

**Board Bylaw:**  
**Policy Number: 4.9000**  
**Subject Area: Personnel**  
**Adopted: 12/19/2016**  
**Revised: 03/03/2020**

Employees and students will be reimbursed for appropriate College-related travel and associated expenses as well as reasonable expenditures or losses required in the discharge of employment duties, pursuant to established procedures. College Trustees will be reimbursed pursuant to Board By-Law 1.95. All expenses incurred within the performance of an employee's duties should have approval of a supervisor prior to the expense being incurred to qualify for reimbursement. This policy applies to routine travel and related expenses that are part of an employee's regular job duties, in addition to professional development and training, conferences, and conventions. This policy also applies to reasonable expenses incurred in the discharge of employment duties that inure to the primary benefit of the employer. Maximum limits for transportation, lodging and meals have been established. Board of Trustee approval for employee travel is only required for reimbursements that exceed maximum established limits. This policy does not include commuting expenses to and from home to an employee's primary work site. All reimbursement requests shall be reimbursed in accordance with the Illinois Local Government Travel Expense Control Act (ILGTECA – 50 ILCS 150/1 et seq.) and the Illinois Wage Payment and Collection Act (IWPCA – 820 ILCS 115/1 et seq).

Approval History: Replaces Travel and Expense Reimbursement Policy approved 4/18/2002, 12/14/2015, 12/19/2016, and 03/23/2020