

## 6Hx19-5.34 OFFICIAL COLLEGE TRAVEL

The purpose of this Board Rule is to establish Board policy governing official college travel by College authorized representatives and employees.

The following rules shall govern travel of Board members, employees, and other authorized persons and the payment of costs associated with such travel in accordance with Florida Statute 112.061.

College representatives shall be reimbursed for reasonable travel expenses incurred while traveling in the performance of their official duties. Reimbursable expenses include: transportation, lodging, meals, and related incidental costs. Reimbursable expenses are subject to the limitations described in this Rule and internal College procedures.

Reimbursements for travel funded by Federal, State, special project, student activities, or grant funds shall be made in accordance with the project budget but will not exceed the limits established within this Rule.

Students approved to travel and represent the college at functions such as student activity and organization meetings and athletic events shall also be governed by the terms of this Rule. The College reserves the right to further limit and restrict students from incurring any expenses, provided for in this rule, deemed nonessential to fulfilling the purpose of the travel.

Rule Adopted: 3/30/72; 8/16/73; 5/19/75; 8/25/75; 9/20/76; 7/9/79; 8/20/79; 11/19/79; \*8/17/81; +9/21/81; 12/16/85; 7/19/94; +7/16/96; 2/15/00; 11/16/04; \*6/20/06; 7/28/06; ■09/14/09; 6/12/18

Effective Date: 3/30/72; 8/16/73; 6/9/75; 10/7/75; 10/24/76; 7/9/79; 8/20/79; 11/19/79; +7/1/81; +7/1/81; 12/16/85; 10/01/94; +7/1/95; 2/15/00; 11/16/04; \*7/1/06; +7/1/06; ■09/14/09; 6/12/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 112.061

Other References:

Law Implemented: Florida Statutes: 112.061; 1001.61(3); 1001.64(1)(2)(4)(5)(18)(43)(44); 1001.65(1)(3)(16)(24)

Proposer: Timothy L. Beard, President

\*Emergency Approval

+Retroactive Approval

■President's Cabinet Approval – Non-Substantive/Editorial