

Policy Manual (Revised 2/16/09) (DRAFT)



Title: <u>Travel and Traveling Expenses Travel Management</u>	Number: 6Hx2-6.21
Legal Authority: Fla. Statutes 112.061, 112.062; Fla. St. Bd. of Ed. Admin. Rules 6A-14.0732; Fla. St. Bd. of Ed. Admin. Rules 6A-14.0261; Fla. St. Bd. of Ed. Admin. Rules 6A-14.0261 ;	Page: 1 of 1

GENERAL STATEMENT

The Board of Trustees delegates authority to the President for college-wide travel management. The President or his/her designee is authorized to establish procedures and guidelines governing the travel of board members, employees, and other authorized persons on official College business and covering the payment of costs associated with such travel, as provided in *Florida Statutes*, Chapter 112.061 and 112.062.

THE POLICY and THE STUDENT

Students shall be advised of all applicable state laws, regulations, and College procedures that govern official College business travel. It is the responsibility of the Faculty and or Staff that participate in student travel to ensure that all student travel is done in accordance with all state laws, regulations, and College procedures.

THE POLICY and THE FACULTY AND STAFF

Compliance with the state laws and regulations and the procedures established by the President is the responsibility of all Faculty and Staff who travel on official College business.

IMPLEMENTATION and OVERSIGHT

The Chief Financial Officer has responsibility for the implementation and oversight of this policy, including the investigation of any alleged policy violations.

VIOLATION OF POLICY

All individuals in violation of these established policies and procedures may be subject to disciplinary action, up to and including termination.

AGENDA ITEM VII-H
FEB 24 2009
ENCLOSURE 18

History: Reissued as Policy 6.35 on September 21, 1982; revised on December 16, 1986; revised on March 19, 1991; revised and re-numbered on June 18, 1997.

Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00
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