

Policy Manual



Title: Travel and Traveling Expenses	Number: 6Hx2-6.21
Legal Authority: Fla. Statutes 112.061	Page: 1 of 1

GENERAL STATEMENT

The President or his/her designee is authorized to establish procedures and guidelines governing the travel of board members, employees, employees traveling with students, 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.

THE POLICY and THE STUDENT

All travel with students must be in compliance with this policy and the corresponding travel procedure A6Hx2-6.21, Student Life Procedure A6Hx2-5.13B and Intercollegiate Athletics Procedure A6Hx2-5.06.

THE POLICY and THE FACULTY AND STAFF.

The College shall follow all applicable Florida statutes and corresponding procedure.

IMPLEMENTATION and OVERSIGHT

The College President or designee shall have the authority to implement procedures to carry out this policy. The Senior Vice President of Administration shall have the responsibility to implement and oversee this Policy, including any investigations into any alleged violations of this policy.

VIOLATION OF POLICY

Any individual who violates these policies and the corresponding travel procedures may be subject to disciplinary action, up to and including termination. Additionally, any individual who procures travel services and violates these policies and procedures may be responsible for all charges pertaining to such action(s).

DEFINITIONS

Will be addressed in the Procedure.

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; revised October 23, 2012; revised September 23, 2014			
Approved by the	Date:	President's Signature	Date:
Board of Trustees	09/23/2014		09/23/2014