



## BOARD POLICY

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**TITLE: BUSINESS EXPENSE AND TRAVEL**

**BOARD POLICY # 7400** *(was 611)*

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College employees may charge against appropriate College accounts normal and reasonable travel and business-related expenses incurred for a College business purpose. All official travel must be authorized in advance by the appropriate supervisor/administrator. All official travel out of the state must be approved by the President. "Official travel" as used in this policy means job-related travel that is paid for by the College or for which the employee intends to seek reimbursement. The College has established procedures and guidelines for travel and other reimbursable expenses, as well as minimum safety requirements while operating a motor vehicle on College business.

**REFERENCES:**

ORS 244.

**RESPONSIBILITY:**

The Director of Accounting and Finance is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/10/2021**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**