



Committee Meeting: Policy & Governance Committee	Date: December 14, 2018
Committee Chair: Kathleen Masiello - members present page 2	
New or Edited: Edited VI-A-18 Travel	

POLICY NAME: Travel

POLICY TYPE: Managerial

SUBMITTED BY: Penelope G Howard, EVPAF

ISSUE OR STATEMENT OF PURPOSE: To establish guidelines for a comprehensive travel policy for Trustees and staff of the institution.

NEW OR EDITED POLICY: Edited VI-A-18 Travel, approved 2/05, 8/09, 9/10 and 8/12

PURPOSE:

To set the policy for SUNY Erie Community College employees and non-employees traveling on official college business. The related college travel procedures are maintained as a separate document from the policy. Parts of the travel procedures related to reimbursement rates and per diems must be updated periodically as the rates are changed by the federal or state government.

POLICY:

The College is responsible for managing its resources prudently, while meeting the travel requirements of college and state, and complying with IRS rules and regulations for reimbursement of travel and entertainment expenses.

The College will reimburse necessary and reasonable travel expenses incurred for authorized College business fairly, equitably, and consistent with federal and state regulations. Non-compliance with these regulations may expose the College and the individual to financial risks and penalties.

College travel expense accounts are open to the public, therefore, individuals are expected to exercise prudent judgment and be able to sustain the test of public review.

DOES IT SUPERCEDE A POLICY/WHICH ONE: Yes, VI-A-18 Travel

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:

Policy Committee recommends the Board of Trustees accept the Managerial policy under the Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to VI-A-18 Travel.



POLICY NAME: Travel - Continued

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: T Trustee Len Lenihan, Trustee Kathleen Masiello, Executive Vice President for Administration and Finance (EVPAF) Penelope Howard, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith; Dean of Students Heather Cruz, College Senate Representative Michael Delaney; Employee Relations Manager (ERM) Daniel Kaufmann and Assistant to the Provost and Executive Vice President Joan Castro

DATE OF BOARD ACCEPTANCE: February 7, 2019

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:

The travel policies of SUNY, Erie County and other NYS community colleges were considered in formulating the SUNY Erie Travel Policy.

The Policy has been reviewed and discussed at the Policy Committee meeting of December 14, 2018.