

Policy III.3001.G, Employee Travel

Purpose

The purpose of this policy is to provide guidance for faculty, staff, and administrators who engage in approved travel for the benefit of San Jacinto College while conducting official College business.

Policy

It is the policy of San Jacinto College to pay for or reimburse employees for reasonable and necessary expenses incurred during approved official business travel.

General

Travel must be authorized in advance by the budget authority over the respective travel budget funds. International and non-continental U.S. travel must be approved by the appropriate Strategic Leadership Team (SLT) member and the Chancellor.

The traveler is responsible for reviewing the College's travel policy and procedures prior to travel. The traveler is expected to consider budget limitations, exercise good judgment, and avoid impropriety or the appearance of impropriety when incurring business travel expenses. Travel expenditures should be the lowest reasonable cost, necessary, appropriately documented, and properly approved.

The traveler utilizing funding from contracts and grants (federal, state, local, or private) or special funding shall be reimbursed for expenses in accordance with the established San Jacinto College procedures, except in those instances where the terms of the contract, grant, or other funding source differ.

Regardless of the method of payment, all College travel policy and procedures should be followed.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3001.G.a, Employee Travel

Date of Board Approval	November 1, 2021
Effective Date	January 1, 2022
Primary Owner	Chancellor
Secondary Owner	Vice Chancellor, Fiscal Affairs