

Board Travel	Policy Number	1.2.9
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE


- A. The Laramie Community College Board of Trustees encourages Trustee participation in those professional conferences, institutes and activities which will benefit the College. Reasonable and necessary expenses for such activities will be reimbursed by the College.
- 1) Trustees who have been appointed to a board or as a representative to an organization on behalf of the Board of Trustees may attend at College expense.
 - 2) Trustees who are not officially designated as a representative are also encouraged to attend. The determination of whether or not a Trustee attendance will be at the College's expense rests with the Board. It is expected that the budget and the financial condition of the College will be taken into consideration when the decision is made.
 - 3) Any Trustee attending a conference, institute or other activity at College expense is expected to provide a report for the Board.
 - 4) Reimbursement for expenses occurred while on Board travel include:
 - a. Authorized mileage allowance for use of personal cars for College approved travel at the current mileage rate stated in the operating policy for College travel.
 - b. Per Diem will be provided as stated in the operating policy for College travel. Exception to the above may be made when conditions warrant it.

2.0 REVISION HISTORY

Adopted on: 9/19/12

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12