



# COLLEGE POLICY

POLICY NUMBER: **2301A**  
DATE APPROVED: December 2019  
POLICY TYPE: Administration  
POLICY TITLE: Travel Expenses Policy

RESPONSIBLE ASSOC. /VICE PRESIDENT: Office of VP Admin Services

## POLICY PURPOSE:

The purpose of this policy is to establish the general parameters for conducting Madison College sponsored travel and accounting for expenses.

- Madison College sponsored travel and related activities are appropriately planned, approved, purchased and paid in accordance with policy
- Budget or funding is available prior to incurring expenses
- Productivity and safety of those traveling College business
- Fair and equitable compensation for all who travel on College business. Travelers neither personally gain nor lose funds as a result of College business travel
- Compliance with external and internal requirements
- Prudent and efficient use of College resources
- Collection of data to support Madison College decision for future enhancements & efficiencies

## Policy Statement

It is understood that District business may require staff/faculty to travel. Individuals should conduct their travel with an awareness that they are using public funds, the vast majority of which are derived from taxpayers and student tuition payments. It is our responsibility to be attentive to the reasonable and effective use of the resources provided by the public, our students and their families for their education. Madison College will pay for normal, reasonable and prudent business related expenses that are incurred by individuals traveling on official District business whose purpose is to further the mission of Madison College.

## To Whom this Policy Applies

- Individuals traveling on District business, regardless of the source of funds
- Individuals with supervisory responsibility for District budgets
- Individuals who make District travel arrangements for themselves and/or for others
- Individuals who initiate, review, approve, process, or record financial transactions on behalf of the District

## Responsible Parties:

Cost center managers are responsible for assuring that within their units or schools:

- All travel policies are adhered to
- Travel commitments can be funded by available resources
- All travel is approved by the supervisor
- All required materials are included when requesting payment/reimbursement

Travelers are responsible to ensure that all travel expenses:

- Are for valid District business-related purposes
- Are in accordance with District policies and procedures; and
- Are a prudent use of public and District funds.

Individuals traveling on District business are expected to choose the least costly method of transportation that meets the traveler's scheduling and business needs.

External sponsors (such as grant agencies) may have more or less restrictive rules than the District. Individuals traveling on sponsored funds should follow the most restrictive applicable policy (District policy or sponsor rules). However, if the sponsor has given prior written approval, expenses generally not allowed on non-sponsored funds may be allowed on sponsored funds.

Travel expenses must be approved by a person who has been authorized to approve or deny reimbursement of travel expenses. Under no circumstances should an employee approve the expenses of their supervisor.

Units of the District are prohibited from establishing their own separate policies in lieu of this District-wide policy.

Any travel to an international destination that uses District funds is subject to additional preauthorization including Center for International Education, Provost and President and requires formal notification of the District board as public record.

International travel with students or community participants (e.g. education abroad programs) must receive preauthorization by review of the International Education Committee in addition to other travel approvals. The Center for International Education coordinates all education abroad proposals.

## DEFINITIONS:

Campus – The employee's assigned place of business. Some employees may be assigned to more than one campus.

District – The Madison Area Technical College district

Home – The place you maintain your family home/residence.

In-State Travel – Travel within the State of Wisconsin

International Travel – Travel outside of the United States

Travel Status – A traveler is in travel status when on a business trip that requires travel for more than 12 hours per day

Out-of-State Travel – Travel within the United States but outside the State of Wisconsin

Traveler – anyone traveling on behalf of the District for business purposes. For the purposes of this policy, this does not include students.

LINKS TO STATE/FEDERAL REGULATIONS:

[Wisconsin Administrative Code TCS 6.04 \(2 & 3\)](#)