

Mesalands Community College



Board Policies Supplement Regarding President's Travel

**Approved
September 11, 2018**

MESALANDS COMMUNITY COLLEGE

BOARD POLICIES

TRAVEL APPROVAL PROCESS FOR PRESIDENT

Given the rapid pace of meeting and out of town travel needs for the President of the College, the Board of Trustees Chair will sign as approved, a general Travel Request at the beginning of each fiscal year that authorizes the President to travel on behalf of the College in the appropriate role as the President thereof. The intent of this process is to benefit both the College and the President. The College desires the President to be pro-active and engaged, while the President needs to be authorized to engage in such travel prior to departure to avoid potential liability issues, even if the timing of the needed travel is such that the Board Chair is not able to sign the Travel Request prior to departure.

This general approval applies to all college-related travel, in-state and out-of-state. President's Travel Reimbursement Approval Forms and related expense receipts must still be submitted by the President's Office to insure proper accounting for these travel costs, and these submitted Requests and associated receipts for any individual trips will still be reviewed and subject to the approval decision by the Board Chair.

The President is encouraged to participate in activities, both at the state and national levels that advocate for and influence legislation that will benefit the College, and pursue other strategic initiatives that will improve the College, as stated in the President's Job Description in Board Policies.

Approved this 11th day of September, 2018 by the Mesalands Community College Board of Trustees.