



**Rowan College
of South Jersey**

Policy: 6115
Title: **TRAVEL AUTHORIZATION AND REIMBURSEMENT**
Area: Finance
Approved: 07/01/19

The Board of Trustees (“Board”) recognizes that educational and professional conferences are of value to those attending and to the College. However, care must be taken to assure that such travel is directly related to and within the scope of the employee’s current or projected work responsibilities.

Employees have the opportunity to attend same day, multi-day, or overnight conferences pending supervisory preapproval from the appropriate department. Employees requesting overnight travel for attendance at educational and professional conferences must also obtain pre-approval by the President. The Board will have the right to request a summary report from those attending the various conferences as to any information obtained.

The President is authorized to attend conferences and conventions which he/she feels are of institutional benefit. All overnight travel by the President will be approved by the Executive Committee of the Board.

Reimbursement of expenses will be governed by Board policy and administrative procedures. The President will have procedures developed to implement this policy.

References:

Rowan College of South Jersey Administrative Procedures, *6115 Travel Authorization and Reimbursement*