

Policy Title: DISTRICT BOARD TRAVEL

Mid-State Technical College District Board members are encouraged to participate in professional development activities designed to promote effectiveness through attendance at state, regional, and national meetings and by utilizing resources available in the College.

As part of the travel and expense reimbursement process, where applicable, District Board members will refer to and follow the Mid-State Administrative Policy *"Travel and Expense Reimbursement"*.

Travel, lodging, registration, and other necessary arrangements will be made through the President's Office.

With prior approval a District Board member may claim meal and registration expenses for his/her spouse when the attendance of the spouse to a banquet, convention, or other social event is required to benefit the College.

The Executive Administrative Assistant to the President will review reimbursement requests for compliance and completeness and then process them for payment. Board travel expenses will be charged to the annual Board Budget.

This policy includes board travel and reimbursement for the following events and activities:

- Attending monthly District Board meetings or traveling to the College to conduct college business.
- Attending Wisconsin Technical College System District Boards Association meetings.
- Attending national or regional conventions or conferences, whether the Association of Community College Trustees, or other associations.
- Board members who hold state, regional, or national offices in affiliated organizations.
- International travel with prior board approval and action. Insurance coverage is carried by the college. The Business Services office should be notified of any approved international travel.
- Any other attendance or travel organized by the President or Board Chairperson on behalf of the College.

Adopted: August 2011
Last Reviewed: July 2017
Last Revised: August 2016