

CENTRAL MICHIGAN UNIVERSITY **CHAPTER 1**
MANUAL OF BOARD OF TRUSTEES
POLICIES, PRACTICES AND REGULATIONS **PAGE 1-14(R)**

SUBJECT: BOARD OF TRUSTEES TRAVEL POLICY

The Central Michigan University Board of Trustees Travel Policy as amended and dated December 4, 2003, is adopted as follows:

Central Michigan University Board of Trustees Travel Policy

The Board of Trustees travel policy is adapted from the policy pertaining to senior officers and appearing in the Senior Officer Handbook. The following regulations apply to trustees traveling on university business:

- a. Air travel will be at coach rates. Upgrades will be reimbursed by individual trustees.
- b. Other reasonable travel expenses such as tips, meals, and baggage handling will be reimbursed.
- c. Mileage will be reimbursed at the current university rate. (Effective January 1, 2003, the rate is 36 cents/mile.)
- d. All expenses should be submitted on the standard university expense voucher for reimbursement. The completed forms, along with attached supporting documentation, should be signed and sent to the assistant to the Board of Trustees, who will forward to the chair of the finance and personnel committee for signature approval; vouchers for the chair of the finance and personnel committee will be forwarded to the chair of the board for signature approval.

Entertainment. The university will reimburse trustees for reasonable costs of entertaining in connection with university business.

Spouse Travel. As a general rule, the cost of travel for spouses of trustees must be paid for by the trustee. The university will pay for spouse travel only when the presence of the spouse serves a bona fide university purpose as defined by the Internal Revenue Service and when the chair of the board approves such travel.*

Authority: BTM 12-4-03 at 4720/21.

History: BTM 5-3-91 at 2728/29; BTM 3-14-97 at 3350; BTM 12-6-01 at 4431/32.