

**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 Board of Trustees travel policy is adopted as follows:

Central Michigan University Board of Trustees  
Travel Policy

The Board of Trustees travel policy is as follows:

- 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, 2002, the rate is .365 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.

**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 International Revenue Service and when the chair of the Board approved such travel.\*

**Authority:** BTM 12-6-01 at 4431/32

**History:** BTM 5-3-91 at 2728/29; BTM 3-14-97 at 3350