

Financial

Board of Trustees Policy

SUBJECT: Travel Policy	NUMBER: 6.1
	DATE: June 16, 2025 Resolution # 25-70
	SUPERSEDES: September 01, 1997 Resolution #97-79 Amended September 21, 2009 Amended May 21, 2012

This policy document directly relates to the Travel Policy, of the SUNY Schenectady County Community College Board of Trustees, as hereto attached.

SCHENECTADY COUNTY COMMUNITY COLLEGE

TRAVEL POLICY

GENERAL POLICY STATEMENT

It is understood that participation in educational and professional meetings, conferences, and professional development activities is beneficial to the College as well as to employees who have a responsibility to keep abreast of matters relating to their position at the College. It is further understood that there may be occasions for individuals to be called upon to attend activities as institutional representatives when deemed.

Expenses incurred for approved travel must also be at the most cost effective rates. Therefore, reimbursement for such activities will be made in accordance with guidelines and procedures established by the college administration, within the policies set forth by the Board of Trustees.

To be reimbursed for travel, employees must be in a travel status as provided in the College's procedures. Employees are not compensated for commuting to and from the College.

Administration of Travel Budgets

A travel budget has been established for each unit of the College. These budgets are administered by the unit head with appropriate approvals for expenditures made by the unit head as provided in the College's policies and procedures. All travel expenditures over a unit's annual budget must be pre-approved by the head of the Office of Administrative Services, and then the President. All travel expenditures by the President over the President's annual budget must be pre-approved by the Board of Trustees.

Approved by the Board of Trustees
Per Resolution #97-79 (effective September 1, 1997)
Amended 9/21/09 (effective 9/22/09)
Amended 5/21/12 (effective 5/22/12)