

## Policy 4.04

### Travel Policy

Beaufort County Community College (BCCC) authorizes official College travel consistent with policies and procedures established by the Office of State Budget & Management (OSBM) and the State Board of Community Colleges (SBCC). Statutory regulations for per diem, transportation, and subsistence allowances for state funds are contained in North Carolina General Statute 138-5 through 138-7 and addressed in the North Carolina Community Colleges (NCCCS) Accounting Procedures Manual. This policy, applies to the BCCC Board of Trustees members and all employees of the College.

### Travel Authorization

North Carolina General Statute 115D-20(1) directs that the College President report to the College's Board of Trustees. Therefore, the Board of Trustees shall pre-authorize significant or unusual trips in the manner in which they see fit and determine the level of detail they require before authorizing the trip. In addition, consistent with the Board's fiduciary responsibility and in the interest of fiscal responsibility, it is the Board's responsibility to examine the College President's travel at their discretion.

All other travel (except scheduled off-campus classes), must have prior approval from the vice president responsible for the employee that is travelling and must be processed through the supervisory chain at least 7 days prior to departure. A separate [Travel Authorization Form](#) must be completed by each individual. All travel in excess of \$1500 or involving out-of-state travel or travel by a direct report of the president must also have prior approval from the president.

### International Travel

The College supports international travel and collaboration by employees that supports the mission of the College. The College does not permit travel on College business to countries under a current [Department of State Travel Warning](#) or [Centers for Disease Control Warning Level 3](#). Petitions for exceptions to this policy may be made to Senior Staff.

### References

**Legal References:** 1C SBCCC 200.94, NC G.S. 138-5 through 138-7, NC G.S. 115D-20(1)

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Travel Authorization Procedure](#), [Field Trip Procedure](#)

# Policy

## History

**Leadership Council Review/Approval Dates:** 10/12/18

**Senior Staff Review/Approval Dates:** 11/6/13, 8/4/15, 8/1/16, 8/14/18

**Board of Trustees Review/Approval Dates:** 8/4/15, 8/2/16, 10/2/18

**Implementation Dates:** *Enter date(s) here*

