

# West Virginia Northern Community College

## Travel Rule

Rule Number: NC-5004

Effective Date: July 1, 2013

Date Approved by WVNCC Board of Governors: March 28, 2013

Date Approved by WVCTCS: May 14, 2013

Authority Reference: WV Code §12-3-11; West Virginia Council for Community and Technical College Education Title 135, Procedural Rule Series 29

Replaces previous rule dated: January 9, 2004

### **Rule:**

This rule is applicable to all full and part-time employees, governing board members, contracted services and students of West Virginia Northern Community College.

Authority to travel for authorized official College business and professional development is established through the immediate supervisor and the identified Business Office Official and/or the VP of Administrative Services, consistent with Title 135, Series 29.

The identified Business Office official and/or VP of Administrative Services will follow the Council for Community & Technical College Education, Series 29.

A Business Office Official and/or the VP of Administrative Services shall have the duty and/or authority to:

- Assign the most cost efficient method of transportation for the College.
- Recommend and /or make arrangements for overnight accommodations.
- Determine the proper meal allowances based on the destination and length of the trip.
- Make the necessary arrangements for registration fees for conferences, meetings, seminars and/or workshops, as well as event related materials.

All travel for non-employees shall be required to follow the procedures as outlined in the WVNCC Travel Procedures in accordance with the rules as outlined in Title 135 Procedural Rule for WV Council for Community and Technical College Education Series 29.

3/28/2013