

## TRAVEL

### **I. Purpose**

The purpose of the policy is to direct all Western Dakota Tech (WDT) employees to follow the processes and procedures for College-related travel.

### **II. General Statement of Policy**

- A. The policy of WDT is that employees who travel for College-related business will be compensated for allowable, authorized, and documented expenses. Travel must be approved in advance and be conducted in the most economical and practical manner.

Current hotel, mileage, per diem, airfare, and other eligible travel rates will be provided in the WDT Travel Handbook. All employees must acknowledge they have received and understand the procedures provided in the handbook prior to being allowed to incur travel expenses. The Travel Authorization Form will be used to document expenses incurred. WDT follows all federal, state, and local governing Board regulations.

### **III. Definitions – None**

### **IV. Reporting Procedures – None**

### **V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDT website on the policy webpage.
- B. New employees receive a copy of the policy at the time of their new employee orientation.

Legal References: None

Board Approved 3/19/2018; Committee Reviewed 4/15/2020