

Mid-Atlantic Christian University Institutional Policy #12

SUBJECT: Faculty/staff travel underwritten by the university

DATE: January 11, 2002

REVISED: March 2010

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: February even numbered years

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Mid-Atlantic Christian University

Procedure for: Mid-Atlantic Christian University

Authorized by: President

Issued by: Board of Trustees

I. Purpose

The purpose of this policy statement is to establish under what conditions the University will underwrite travel/attendance costs for faculty and staff.

II. Policy

The University encourages staff and faculty to attend conventions, seminars, and other such meetings that would enhance the attendee's service to the institution and/or the university's standing among its publics. At the same time, budgetary restraints must be considered. Thus, the following guidelines will serve to assure stewardship:

III. Procedure

- A. All such travel must be covered in the annual budget and must be approved by the supervisor in charge of that area of the budget.
- B. There is an expectation of moderation regarding travel expenses (i.e. flying economy or business class as opposed to first class; an economy rental car, etc.)
- C. A spouse (or other family member) may accompany the staff/faculty person approved for the trip so long as any additional expenses are covered personally.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices