

**POLICY TYPE: Administrative Services**

**POLICY TITLE: Travel Expenses**

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Responsible Administrator: Vice President of Administrative Services  
Controller

Location of Related Procedures: Office of the Vice President of Administrative Services  
Office of the Controller

Travel may be necessary for the performance of regular business and professional development. Regular business includes those activities that are required for completing the tasks within one's job responsibilities. Professional development includes activities for the purpose of professional enhancement and growth.

Travel expenses shall be reimbursed while away from one's primary work site in accordance with procedures established by the Madison Area Technical College District.

District Board members and the President shall receive their actual and necessary expenses incurred in the performance of their duties, pursuant to Wisconsin Statute § 38.08 (4). Any claims for reimbursement for expenses must be accompanied by a receipt, and an explanation of the reasonableness of the expense.

*July 2015*