



# CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

## Business Services Section *Policy 6.3.5 - Travel Authorization*

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### **I. GENERAL TRAVEL POLICY**

Employees may be granted permission to travel for college-related purposes and be reimbursed for incurred expenses, subject to State of North Carolina regulations and limitations. State regulations require that all travel be reimbursed within 30 days of completion. Failure to submit a timely request will result in non-reimbursement. Unless otherwise, specified in this Policy, employees of the College are required to obtain travel authorization for:

- In-State travel outside the College's service area,
- Any overnight travel,
- Travel involving registration fees, and
- Out-of-state travel.

All employees of the College are authorized to travel within the College's defined service area in the course of carrying out their official job responsibilities without seeking prior authorization. Travel within the service area must comply with NCCCS travel procedures for documentation, mileage reporting, and reimbursement. All blanket authorizations under this policy, except for authorizations for special circumstances, shall be authorized by the Board annually at the first regular meeting of each fiscal year.

### **II. BLANKET AUTHORIZATIONS**

#### **A. President**

The President is authorized to travel anywhere within the State of North Carolina, including overnight travel and travel involving registration fees, without seeking prior approval or

submitting an individual blanket travel authorization. The President is still subject to prior approval requirements for out-of-state travel.

#### B. President & Senior Executive Leadership

Executive Leaders are authorized to travel anywhere within the State of North Carolina as part of their official duties without seeking prior approval or submitting individual blanket travel authorizations for in-state, non-overnight travel. They remain subject to prior approval requirements for overnight travel, registration fees, and out-of-state travel.

#### C. Special Circumstances

Blanket travel authorizations may be requested for recurring travel needs within the State of North Carolina as determined by the employee's Executive Leadership.

### III. COMPLIANCE

All travel must comply with the North Carolina Community College System Travel Procedures and the State of North Carolina regulations, including but not limited to:

- Proper documentation of mileage and expenses
- Use of state-approved rates and methods of travel
- Submission of reimbursement requests within the required timeframe of 30 days.

For the purposes of compliance, submission of a request will be deemed to be the date of initial submission. Delays due to accidentally providing incorrect documentation, information, or other similar errors or due to no fault of the employee will not serve to change the submission date.

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Adopted:	August 6, 2025
Revised:	N/A
Legal Reference:	N.C.G.S. §§ 138-5, -6, -7, 115D-20(1); North Carolina Community Colleges Accounting Procedures Manual and Reference Guide
Cross-Reference:	N/A