A. The College encourages Trustees to attend national and state conferences and conventions during their tenures on the board. This policy governs reimbursement of expenses for such travel and is subject to the North Carolina Community College System Accounting Procedures.

B. Trustees serve without remuneration other than the reimbursement of actual and necessary expenses incurred in the performance of their official duties. Trustees may travel outside the College service area at College expense for events and activities relevant to their role with the College. The President and Board Chair will approve travel outside the College service area.

C. National and State Conferences and Conventions

Trustees desiring to attend a convention or conference should contact the chairman of the board and the President’s Office as early as possible to avoid late registration fees and to secure the most economical airfares where applicable. Trustees who have not attended such meetings previously will receive first consideration.

The President’s Office will complete the necessary pre-convention travel authorizations, advance registration, travel arrangements and hotel reservations. Gaston College will pay or reimburse reasonable expenses through state funds, where applicable, for expenses incurred for state approved travel. Expenses over-per-diem allowances will be paid from non-tax funds at the discretion of the President and Board Chair. The President’s Office will complete all Travel Reimbursement Requests upon receipt of supporting documentation.

D. Covered Expenses

Gaston College will reimburse Trustees for the following expenses:

2. Hotel accommodations.
3. Transportation including air coach or personal vehicle mileage rate approved by the College and toll charges.
4. Airport/hotel parking.
5. Tips for baggage handling at airports and hotels.
6. Ground transportation to and from airport or personal vehicle mileage reimbursement.
7. Ground transportation including bus/shuttle/taxi service from airport to hotel/hotel to airport.
8. Ground transportation including bus/taxi/vehicle rental required for conference activities.
9. Customary and reasonable meal costs at the in-state or out-of-state rates for the location.

E. Expenses Not Covered

Gaston College will not reimburse Trustees for the following expenses:

1. Additional night stays not contiguous to the conference
2. Entertainment, optional tours, events or tourist attractions
3. Alcoholic beverages
4. Snacks or refreshments from hotel mini-bars or vending machines.
5. Tips for room service, valet parking, laundry, and other personal services.
6. Personal telephone charges.
7. Spouse and/or other guest(s) travel and meal expenses.

F. Post Conference Follow-Up

Trustees are required to submit supporting documentation for reimbursement no later than thirty (30) days after travel has been completed. The President’s Office will complete all Travel Reimbursement Requests upon receipt of supporting documentation.

Trustees are required to submit a written summary of out-of-state convention/conference highlights to the Board Chair.