

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAVEL - PROCUREMENT**

**POLICY 3319**

**ADOPTED: 10/20/92**

**AMENDED: 07/21/09**

**AMENDED: 12/20/16**

Travel by common carrier is a purchased service and shall be procured through the Business Office. Prior to any procurement of travel, all travel shall be approved as set forth in other applicable Policies of the Board of Trustees.

- A. Travel for which the cost will exceed \$25,000.00
  - 1. Each trip, whether for an individual or group, which cost will exceed \$25,000, shall be bid, either as a package (air, hotel, etc.) or separately.
  - 2. Where there is need to obtain travel services which cannot be reasonably anticipated in time to allow the bidding process (i.e. athletic playoffs), the Business Office will solicit three (3) or more quotes from approved vendors. All quotes shall be submitted to the Board of Trustees for confirmation.
- B. Travel for which the cost is \$25,000.00 or less
  - 1. All approved travel shall be processed through the College Travel Officer.
  - 2. The College Travel Officer shall provide the following services:
    - a. Arrange travel through an in-district licensed travel agent; or
    - b. Arrange travel through an on-line specialty; or
    - c. Authorize the maximum dollar amount to be expensed for self-purchase and reimbursement of travel arrangements.