

EXPENSE REIMBURSEMENT

D-540

District Board members and employees of the Blackhawk Technical College District (District) shall be reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized District business and the performance of job related responsibilities. Expenses related to the travel of spouses and family members who accompany board members and employees will not be reimbursed.

International travel is appropriate when such travel is directly related to the planning, delivery and management of instruction and other education related services provided by BTC to a foreign government or business and industry locations outside the US. International travel must be approved by the District Board in advance of the travel taking place. All expenses, including transportation, lodging, meals and other expenses must comply with District policies for out-of-state travel.

Reference: Wisconsin Administrative Regulation TCS 6.04
BTC Operational Administrative Regulation [D-540 AR](#)

Board Policy Adopted: September 16, 1981
Revised: May 19, 1982; August 13, 1985; January 20, 1988;
December 21, 1988; August 21, 1991; April 21, 1993;
July 10, 2000; April 20, 2005; April 18, 2007; July 13, 2009;
August 17, 2011; August 16, 2012; April 17, 2014; March 21,
2018