



The State University  
of New York

## **Office of the Secretary and Board of Trustees**

### **Albany (SUNY Plaza)**

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## **Office of the Secretary of the University - Board of Trustees Travel Guidelines**

### ***Individual Trustee Travel***

The State University of New York encourages Members of the Board of Trustees to visit State University campuses to participate in campus activities at the invitation of campus officials and formal organizations. Most such invitations should ordinarily come from the campus presidents and other officials through the Board office, which will then convey the invitations to the Trustees, keep track of attendance and assist in making travel and other arrangements for the visit.

Campus visits enable Trustees to become more knowledgeable about issues and opportunities facing the University and its individual campuses and to meet with students, faculty, administrators, staff and members of the local community. For campus visits beyond appearing or giving a speech at a graduation or similar event, the visiting Trustee should ordinarily prepare and share with the Board and Chancellor a short report on what the Trustee learned or experienced during the visit—such a report could be brief by email, or portions could be discussed with the Chancellor and Board orally at future meetings or the next appropriate opportunities.

The State University will reimburse Members of the Board of Trustees for travel to a University campus when it is part of their official duties as University Trustee. When visiting campuses, Trustees should take into consideration budget limitations and their impacts on campuses and the Board budget.

To receive reimbursement, Trustees should submit to the Office of the Secretary a copy of documentation indicating the campus event to which they were invited and at which they formally participated as a Trustee. Please provide receipts indicating mileage, gas and tolls, or other transportation and overnight accommodation expenses. Reimbursement of expenditures will be in accordance with SUNY and New York State government rules and rates.

### ***Board of Trustee Meetings***

The Office of the Secretary will be responsible for group travel and accommodations for Trustees attending regular Meetings of the Board and Committees from locations within New York State. The Office of the Secretary will send out a travel form in advance of each regularly scheduled Board Meeting inquiring in regard to travel needs. To generate budget savings, specific train, airplane or van arrangements will be made for Trustees with payment made directly by the Office of the Secretary to eliminate the need for processing reimbursement.

Trustees who desire to make their own arrangements may do so and submit receipts for reimbursement following standard University/State of New York practice through the Office of the Secretary.

***Board of Trustees Requested Travel***

The Chairman of the Board of Trustees, the Chancellor of the University or their designees may ask a Member of the Board of Trustees to travel to a University campus or other location to participate in a SUNY event or other meeting or activity as part of their official duties. The Office of the Secretary will make the necessary travel arrangements in such cases whenever possible to eliminate the need for processing reimbursement and to hold down travel costs.

If you have any questions on this policy, please discuss those questions with the Chairman of the Board or the Secretary of the University. Questions about specific travel may also be addressed to Jennifer Mero, [Jennifer.Mero@suny.edu](mailto:Jennifer.Mero@suny.edu), 518-455-4041.