

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

EMPLOYEE TRAVEL

When an employee travels on authorized College business, the College will pay:

1. Transportation, housing, and reasonable meal costs
2. Registration fees
3. Necessary and reasonable miscellaneous expenses

Payment of the above expenses will be based on the approval of the appropriate administrative official in accordance with established procedures and IRS provisions.

If more than one employee is traveling to the same location, they should travel together in small groups rather than large, and should consider the effect an accident or similar disaster would have on the College.

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