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| POLICY NAME | President's Spouse or Domestic Partner Travel Policy | POLICY NO. | BOR112 |
| APPROVING BODY | Board of Regents | VERSION NO. | 01 |
| RESPONSIBLE DEPARTMENT | Board of Regents | | |
| EFFECTIVE DATE | 01-JUL-2024 | REVIEW/REVISION DATE | 15-JUL-2024 |

PURPOSE:

The President's Spouse or Domestic Partner plays a significant role in the life and reputation of the University. Recognizing their contribution, this policy establishes guidelines for the reimbursement of travel expenses incurred by the President's Spouse or Domestic Partner when accompanying the President on University-related trips.

Ref: Chapter III.9 in the Board of Regents Manual.

POLICY:

The President's Spouse or Domestic Partner is often an important contributor to the life and reputation of the University. In that regard, it is in the interest of the University for the President's Spouse or Domestic Partner to travel with the President on some occasions.

The President's Spouse or Domestic Partner may be reimbursed for travel expenses pursuant to the University's Travel Policy for those trips authorized by the Chair of the Board or their designee. For the purposes of the Travel Policy, the President's Spouse or Domestic Partner shall be considered a non-salaried public officer whose "supervisor" is the Chair of the Board, or their designee.

AUTHORIZATION OF TRAVEL:

- The President's Spouse or Domestic Partner may travel with the President on University-related trips on some occasions.
- Such travel must be authorized by the Board of Regents prior to travel.
- Authorization per Section III.9 of the Board of Regents Manual

CLASSIFICATION FOR REIMBURSEMENT:

- For the purposes of the Travel Policy, the President's Spouse or Domestic Partner shall be considered a non-salaried public officer.

*All policy approvals are maintained and controlled in the Policy Office. Draft and archived/obsolete revisions are not to be used. Please refer to the WNMU website @ **Error! Hyperlink reference not valid.**policy.wnmu.edu for the current version of the policy.*

CONFLICTS OF INTEREST:

- Any potential conflicts of interest related to the President's Spouse or Domestic Partner's travel must be disclosed and managed in accordance with University policies on conflicts of interest.

COMPLIANCE:

- All parties involved in the authorization, documentation, and reimbursement of travel expenses for the President's Spouse or Domestic Partner must adhere to this policy and any accompanying procedures, as well as the University's Travel Policy.