



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: PUBLIC TELEVISION TRAVEL	Code: II0202
Policy Reference: B0901, Travel and Expense Reimbursement; B1001, Credit Cards	

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The Public Television Division follows the travel and expense reimbursement policy coded BO901 of the Milwaukee Area Technical College, and the policy Appendixes A and B.

In addition to the board policy, the district board (licensee of stations WMVS/WMVT) has a collective bargaining agreement with Local 715 of the IBEW.

If an employee who falls under the jurisdiction of the Local 715 collective bargaining agreement is required to travel, that employee will not be required to carry more than \$25 in cash for that trip. When this is to occur, a cash advance will be made to the employees involved based upon the guidelines and appendices to Board Policy BO901.

MATC provides the television stations with gasoline credit cards. The issuing of these credit cards is controlled by the college Business Office. These credit cards are only to be used for TV vehicles that are owned by the college. The employee using a gasoline credit card must insure that the receipt includes the employee's legible signature and the vehicle's license plate number. The overall use of these gasoline credit cards is governed by the Milwaukee Area Technical College board policy coded B1001, Credit Cards.

Office of Responsibility: WMVS/WMVT-TV Station Management