



Title: PUBLIC TELEVISION TRAVEL

Code: 110202

Policy Reference: B0901, Travel and Expense Reimbursement; B1001, Credit Cards

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.

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 ensure 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
Last reviewed on June 8, 2021