Rock Valley College

Rock Valley College Travel

RVC Administrative Procedure (05:10:130)

Purpose

The purpose of this administrative procedure is to establish consistent requirements for the authorization, arrangement, conduct, documentation, and reimbursement of travel undertaken on behalf of Rock Valley College (RVC). The procedure is intended to ensure that College travel serves the best interest of the College. The best interest of the College is served by a combination of purposeful learning, expense, time, and convenience, which proves to be the most economical overall and least disruptive to College business.

Scope

This procedure applies to members of the Board of Trustees, the President, employees, faculty, students, and other authorized travelers conducting official College business. It applies to travel charged to all College funds, including state, institutional, contract, grant agency, Student Government Association, student organization, and gift funds.

Reimbursement is limited to actual expenses that are reasonable, necessary, authorized, and supported by appropriate documentation, except where the procedure specifically permits use of a per diem rate.

Department and Primary Point of Contact Involved

Primary departments involved include Business Services and Financial Services, with oversight and approvals provided by the traveler's immediate supervisor, applicable budget officer, and appropriate College leadership based on the nature and amount of the expense. Financial Services will audit all 'post-travel approved' Travel forms.

Facilities, Plant Operations and Maintenance (FPOM) is responsible for College fleet vehicle reservations and related vehicle requirements. The Vice President of Finance/Chief Financial Officer is responsible for changes to the travel authorization procedure.

Definitions

- **Authorized traveler:** A member of the Board of Trustees, the President, employee, faculty member, student, or other person authorized to travel on official College or Foundation business.
- **Travel Form:** The Application for Travel and Travel Form used to obtain preauthorization, document estimated expenses, and request reimbursement for allowable out of pocket expenses.
- **In-district mileage:** Mileage driven within Winnebago and Boone Counties and the portions of Ogle County identified by the College for in-district mileage purposes.

- **Out-of-district mileage:** Mileage driven outside the Rock Valley College district.
- **Per diem:** A per meal maximum based on applicable General Services Administration (GSA) rates and the meal eligibility rules in this procedure. The College does not reimburse the incidental expense portion of the GSA rate.
- **POV:** Personal Operating Vehicle.
- **Cash advance:** Funds issued to an RVC employee prior to travel for approved travel expenses that cannot be paid directly by the College. Cash advances must be reconciled after the trip.
- **Minor:** Students or participants under 18 years of age

Procedure

1. General Travel Requirements

- College travel must be arranged in a manner that serves the best interest of the College and remains within the authorized budget. The best interest of the College is determined by considering purposeful learning, expense, time, convenience, the most economical expenditure, and least disruptive to the College.
- All travel procedures must comply with applicable State of Illinois laws and regulations, including relevant travel requirements, and Internal Revenue Service regulations.
- Authorized travelers do not include family or friends of the traveler. Any travel that mixes authorized traveler with an external traveler, such as a spouse, must be paid for by the traveler, documented for what the College is responsible for, and submitted for reimbursement to the authorized traveler of the College's portion.
- Post-Travel approved Travel forms and receipts for all expenses must be submitted to Financial Services for audit, regardless of the payment method or funding source (P-Card, Personal Credit Card, Grant funded, etc.).

2. Preauthorization to Travel

- All out of district travel requires preauthorization. Requests should be approved not more than six months and not less than four weeks before the planned travel, subject to supervisory and expense signature authorities.
- The traveler must submit an Application for Travel Form (Travel Form) with the required signatures before travel arrangements are secured. The level of approval is based on the total cost of all relevant expenses associated with the trip and follows the approval tiers in the Purchasing Administrative Procedure (5:10.120).
- Each employee must complete an individual Travel Form for their own estimated travel expenses. Student group travel must be completed on a single Travel Form covering all student expenses. Reimbursement requests submitted after travel

must accurately reflect the actual expenses incurred and paid by each traveler on their individual form and must follow all College reimbursement procedures. If a traveler paid for the expenses of a separate authorized traveler and is seeking reimbursement for their charges, they must include both travelers' approved Travel Forms with their reimbursement documentation.

- Departments should notify Business Services immediately when travel costs are estimated to reach or exceed $25,000. Business Services will review the request and determine any applicable procurement and Board approval requirements.
- Authorization is required for the release of funds and for proper insurability. If travel arrangements are made outside of Business Services, all required approvals must be completed before arrangements are made. Failure to obtain approvals may result in reimbursement not being processed.
- RVC is not responsible for clothing or other costs associated with lost luggage. Such claims should be filed by the traveler with the applicable airline and should not be submitted for reimbursement.
- RVC students and program participants who are minors may travel on one-day trips but may not travel on overnight trips. They must be in good standing to participate in student travel. An exception may be granted for an overnight trip if approved by the Vice President of Student Affairs. All travel forms must be signed by the minor and their parent or legal guardian. The Student Affairs office handles the Complete Release of All Rights for Minors form. Minors may not participate in trips where privately-owned vehicles will be used. Advisors should be aware of the added responsibility in traveling with minors.
- Under no circumstances will a minor be allowed to go on a trip if the parent or legal guardian has not signed the Field Trip Application Form with Release and other required travel forms.

3. Travel Arrangements through Business Services

- Business Services can assist faculty, staff, students, and guests with the procurement of travel arrangements.
- Departments should determine their own travel needs first before contacting Business Services for help securing the approved travel arrangements.
- Business Services can assist with quotes, rental cars, hotel reservations, airfare, and charter buses. Business Services does not handle RVC Fleet vehicle reservations, which are handled through FPOM.
- Business Services must receive from the traveler the complete and signed Travel Form in order to make any travel reservations. Travel Forms submitted close to the expected travel dates or near holidays or high travel time periods may result in increased costs. Travelers should make their best effort to complete and submit their Travel Form as early as possible to ensure the most economical options are available to the College.

- When requesting Business Services' help attaining quotes, the department or traveler must provide the details about the accommodations needed, travel dates and times, destination, and number of travelers. Additional information may be needed.

4. Air Travel

- Airline tickets should be purchased sufficiently in advance to obtain discounts and the lowest reasonable coach fare.
- Upon request, Business Services will coordinate airfare reservations with the requesting traveler or department.
- Airfare reservations require the traveler's exact name as it appears on valid government identification, date of birth, gender, and a cell phone number for travel. For group travel, one cell phone number is required for the group.
- Reasonable coach airfare paid out-of-pocket by the traveler is reimbursable.
- The College is not financially responsible for any voluntary upgrade, ticket change, or optional seat selection up-charge that are not related to a necessary accommodation. Any voluntary cost increases selected by the traveler is the traveler's responsibility and will not be paid by the College up front nor reimbursed.
- When airfare does not include a checked bag, the cost of one checked bag per authorized traveler is reimbursable. Additional baggage fees, additional travel insurance, and in-flight entertainment will not be paid by the College up front nor reimbursed.
- The College reimburses based on the most cost-effective mode of travel. A traveler who chooses to drive when airfare is less expensive may be limited to reimbursement equal to the airfare cost unless a documented business purpose justifies the higher expense. A car-versus-airfare comparison must be provided prior to the trip when applicable. Airfare versus Train or Bus comparison would also be required.
- Airfare comparisons must be provided for Travel Form pre-approval signatures and sufficiently in advance to recognize discounts and the lowest reasonable coach fare. (Estimate 6-8 weeks before departure travel date.)

5. Ground Transportation and Rental Vehicles

- Commercial rental vehicles may be used only when the College fleet is unavailable or otherwise impractical, and when less expensive transportation is not available.
- Rental vehicles must be appropriate to the needs of the traveler(s) and the most fiscally responsible option for the circumstance. Vehicle selection is based on need and not preference, although preference may be taken into consideration if there is no cost difference.

- When a rental vehicle is deemed the most economical option and approved by the budget officer on the Travel Form, the traveler should contact Business Services for assistance in reserving an appropriate vehicle at the lowest reasonable rate.
- Business Services maintains the College's business accounts with several rental agencies. Business Services is authorized to reserve approved vehicles in the College's name with the authorized traveler listed as the named driver.
- College employees must meet the rental agency's age requirements in order to drive a rental vehicle.
- 15 passenger vehicles are prohibited due to insurance requirements and will not be allowed.
- If one of the business accounts is used, the traveler will be instructed to enter a requisition and the College will be direct billed.
- If one of the business accounts is not able to accommodate the rental vehicle, the traveler may seek other fiscally responsible rental options and follow the reimbursement process.
- Taxi, shuttle, rideshare, and public transportation expenses associated with College business are reimbursable. Taxi tips may not exceed 18%, and receipts are required.
- Travelers should not purchase a collision damage waiver from any rental agency.
- Students are never permitted to drive rental vehicles under RVC's name.
- Supplemental rental charges, including insurance, locksmith services, GPS, roadside assistance, luxury vehicle upgrades, and similar charges, are not reimbursable unless specifically authorized under an applicable exception.
- Bus charter quotes may be requested by travelers. Quotes and acceptance agreements must be sent to Business Services along with the requisition number. Business Services will handle signing the agreement and send it with the purchase order to the vendor to secure the reservation.

6. Use of College Fleet Vehicles

- The College will provide fleet vehicles for College-related business when economically feasible. Drivers must reserve a vehicle through the Request for Vehicles online form on the Intranet/Quarry at least one week before the trip.
- To reserve a vehicle through the Intranet/Quarry, select Operations, select Reserve a Vehicle, sign in, and complete the requested information. In an immediate-need situation, the driver may contact FPOM by telephone to attempt to reserve a vehicle.
- Drivers must comply with the Rock Valley College Motor Vehicle Fleet Safety Procedure.

- Students may not drive a College-owned vehicle unless specifically approved in advance by the Vice President of Operations/Chief Operations Officer, with approval forwarded to FPOM.
- College fleet vehicles are charged to the appropriate department budget at the current GSA.gov rate.
- Smoking and vaping is prohibited in all College fleet vehicles.
- Drivers must have a valid driver's license and are responsible for complying with traffic laws, securing the vehicle, wearing seatbelts, and paying any traffic tickets. Hitchhikers are not permitted. All passengers must have a legitimate reason for riding in the vehicle.
- Upon return, the vehicle must be returned to the designated Support Services Building parking area. Keys, the Transportation Trip Sheet, and the Gas Card with gas receipts must be returned to FPOM or placed in the after-hours drop box.
- Vehicle malfunctions must be reported on the Request for Transportation form.
- In the event of an accident or breakdown, contact the RVC Police Department at 815-921-4350. Vehicle-use privileges may be revoked if these requirements are not followed.

7. Use of Personal Operating Vehicles (POV) and Mileage Reimbursement

- Personal Operating Vehicles may be used when a College fleet vehicle is unavailable.
- Zero-Slip must be obtained as part of the Pre-Approval process, and submitted with applicable travel forms in order to claim POV mileage.
- POV will not be reimbursed without a properly executed Zero-Slip.
- Personal vehicles may be used when doing so saves time, permits transportation of equipment, or reduces costs when multiple people travel together.
- The College reimburses based on the most cost-effective mode of travel. A traveler who chooses to drive when airfare is less expensive may be limited to reimbursement equal to the airfare cost unless a documented business purpose justifies the higher expense. A car-versus-airfare comparison must be provided prior to the trip when applicable.
- If no fleet vehicle is available and POV is used, mileage reimbursement is based on the current GSA standard mileage rate. The mileage rate covers fuel, maintenance, insurance, transportation, and operating costs.
- If a fleet vehicle is available and the traveler chooses to use POV, the applicable GSA mileage rate is reduced. Fuel may not be reimbursed separately for use of a personal vehicle.
- Fleet vehicle options may be waived for those with Adapted Vehicles.

- For in-district travel, an employee's normal commute between home and work is not reimbursable. Travel between designated work locations is reimbursable. Only the portion exceeding the normal commute may qualify for reimbursement.
- For out-of-district travel, reimbursable mileage is calculated as the shorter of their residence or designated work location to/from the destination. Travel between work locations during the workday is reimbursable; travel between buildings on the same campus is not.
- Employees using POV for College business must have a valid driver's license and maintain at least the minimum automobile liability insurance required by the state in which they are driving. The College does not assume responsibility for deductibles or uninsured losses involving a personal vehicle.
- Automobile repairs, traffic tickets, parking tickets, car washes, theft, and accident damage are not reimbursable. The driver's personal insurance is responsible for accidents, damage, and injuries involving a personal vehicle.
- In-district mileage is not reimbursable to an employee receiving a College car allowance. Out-of-district mileage for such an employee is reimbursed at 25 percent of the current IRS mileage rate.
- In-district mileage must be submitted on the In-District Mileage Reimbursement Form with approval from the employee's supervisor and the Budget Officer of the account charged.
- Out-of-district travel must include documentation verifying the date and location of the trip, such as a conference flyer or event documentation.
- The appropriate mileage or Travel Form must be submitted by the fifth business day following the month of travel. Forms must be signed by the employee; electronic submissions are not accepted unless signed and scanned by the employee.

8. Tolls and Parking Fees

- Necessary parking charges and tolls associated with College business are reimbursable, subject to the requirements of this procedure.
- Parking receipts must be attached to the Travel Form.
- Parking tickets are not reimbursable.
- Toll receipts are not required for out-of-district travel; Accounts Payable will perform a reasonableness review. I-Pass / E-ZPass rates are assumed.
- In-district tolls are not reimbursable.
- Tolls should be entered under Miscellaneous Expenses on the Travel Form.

9. Lodging

- Travelers must book standard accommodations in reasonably priced, commercial-class hotels or motels and should request educational or state discounts. Travelers are encouraged to coordinate with Business Services for lodging reservations and payment.

- Employees are to have separate rooms unless they mutually agree to share a room.
- Student travelers may share a room so long as they are same gender. Rooming lists may be required by Business Services or by the hotel.
- The maximum reimbursable lodging rate is the current applicable federal rate listed in the Permissible Travel Expenses document. Conference-site hotels may be reimbursed at the actual conference rate when conference literature documenting the rate is submitted.
- Lodging receipts are always required, whether the traveler paid out-of-pocket or the College paid directly. The final hotel bill must identify the hotel name and location, lodging dates, payment method, all room charges, a zero-balance due, and separate amounts for lodging, meals, telephone, taxes, and other charges.
- If lodging exceeds the maximum allowable rate, written justification must be provided in the appropriate field of the Permissible Travel Expenses document and attached to the Travel Form. When rooms are shared, the room rate is calculated per person.
- The College does not reimburse lodging within Winnebago or Boone Counties except for authorized College guests.
- The College does not reimburse for Cancellation fees caused by failure to take reasonable steps to avoid them; room upgrades; in-room entertainment; non-business telephone charges; health clubs or spas; honor bars or mini-bars; unauthorized guest costs; pet accommodations; or tips for housekeeping, bellhops, or other hotel attendants.
- Laundry for travelers wearing uniforms or staying longer than five days may be reimbursed at an amount preapproved by the immediate supervisor.
- Lodging deposits that are eligible for cancellation refunds must be requested by the traveler and returned to the College.

10. Meal Expenses and Per Diem

- Meal per diem is based on the applicable GSA rates. The traveler must print or otherwise provide the applicable rates with the Travel Form. The College does not reimburse the incidental expense portion of the GSA meal and incidental expense rate.
- Meal receipts are not required when the traveler claims the applicable flat per diem. Amounts above the applicable per diem rate are not reimbursable.
- The full meal per diem may be granted when departure is before 6:00 a.m. Breakfast is eligible when the traveler departs outside the College district before 6:00 a.m. Lunch is eligible when the traveler departs outside the district before 11:30 a.m. and travel extends beyond 2:00 p.m. Dinner is eligible when the traveler travels outside the district beyond 6:00 p.m.
- Departure and return times must be recorded on the Travel Form.

- When an event provides meals included in registration, or hotels providing complimentary breakfast options, the traveler may claim only the meal portions not provided, based on departure and return times.
- A provided meal is one containing two or more food groups and beverage options. Coffee and donuts alone do not constitute a meal under this procedure.
- Alcoholic beverages, personal items, other beverages & snacks outside normal meals, candy, gum, mints, souvenirs, clothing, and similar personal expenses are not reimbursable.
- If dietary restrictions prevent a traveler from consuming meals provided at a conference, a physician's note indicating the existence of documented dietary restrictions may be required. The note does not need to disclose the specific restrictions.

11. Business Meals and Entertainment with Guests

- Reasonable meal arrangements should be used when entertaining College guests. Guests are non-employees who have a business association with the College.
- An employee in travel status who submits receipts for meals with guests is not entitled to the full per diem for the same meals.
- Detailed meal receipts are required and must identify the traveler, meal type, establishment name and location, date and time, total amount, payment method, and items ordered. Credit-card slips alone are insufficient.
- If a detailed receipt is unavailable, the traveler must request one from the vendor. For small vendors that cannot provide a detailed receipt, the traveler must document the required information on the receipt and obtain the vendor's signature or initials.
- Unnecessary or excessive charges, as determined by the immediate supervisor, will not be reimbursed.
- Meal tips may not exceed 18%.
- Confirm on receipt if Restaurant 'Automatic Gratuity' was added for large groups. Additional tipping will not be reimbursed.
- Meals provided to student athletes must not exceed the allowable rates established by the National Junior College Athletic Association (NJCAA Handbook Section C.3).

12. Reimbursement of Travel Expenses

- Travel reimbursements are processed using the Travel Form, which serves both as the preauthorization document and the post-travel reimbursement document. All actual expenses and out-of-pocket expenses must be entered in the appropriate columns.
- Travel Forms must be approved and submitted within two weeks after completion of the business trip.

- The employee's immediate supervisor must approve the form. If the supervisor is not the Budget Officer for the account charged, the applicable Budget Officer must also approve it.
- Additional approval may be required based on the total dollar amount of the reimbursement. The supervisor must forward the request to the appropriate leadership for approval.
- Expenses exceeding the maximums in the Permissible Travel Expenses document (Appendix B) are not allowed unless approved by the Board of Trustees as required by the Local Government Travel Expense Act. Justification for overages must be documented and attached to the Travel Form.
- Financial Services will audit Travel Forms, and Accounts Payable processes approved Travel Forms. Missing documentation or unexplained expenses may delay payment or result in nonpayment. Travelers must make reasonable efforts to obtain detailed receipts and retain copies of submitted forms until final reimbursement is received.
- Reimbursements will not be processed until the trip is completed and all required approved paperwork is submitted.

13. Cash Advances

- Cash advances may be issued to employees for approved travel expenses that cannot be paid directly by the College, such as meals, baggage fees, taxis, parking, and other miscellaneous expenses listed on the approved Travel Form.
- Cash advances are not issued directly to students. An RVC employee serving as an advisor, coach, or faculty member must receive and be responsible for funds advanced for student travel.
- A Travel Cash Advance Request Form must be submitted to Financial Services with a fully approved Travel Form. The request must identify the estimated expenses and amount requested. The Executive Director of Finance or Chief Financial Officer must authorize advances for students and staff representing the College at conferences or official functions.
- Forms should be submitted for approval to Financial Services at least two weeks before the funds are needed.
- Cash advances may be used only for the preapproved expenses and travel dates identified on the Travel Form. Funds may not be retained for another trip or purpose.
- The employee receiving the advance is responsible for preparing a reconciliation spreadsheet, submitting detailed receipts to Accounts Payable within two weeks of the purchases Receipts should be organized and attached to 8 x 11-inch paper, and the approved Cash Advance Request and Travel Forms must be included.
- Unused funds should be returned to Accounts Receivable.

- If a cash advance remains outstanding for more than 30 days, future advances may not be issued under the same budget or to the same employee until the advance is reconciled.
- If expenses are not substantiated or unused funds are not returned within 120 days after the traveler's return, the College will treat the unsubstantiated amount as taxable income and report it through payroll no later than the first payroll period following the 120-day period, consistent with IRS requirements.

14. Receipt Requirements

- Valid receipts must include the traveler's name when applicable; vendor name and address; date and time of purchase; a detailed, itemized description including quantity; total amount paid; and method of payment. Sales tax should not be included when prohibited by College procedures.
- Attendees should be noted when meal receipt is for more than one person.
- Personal credit-card receipts should identify the employee's name and the last four digits of the card.
- P-Card receipts must be submitted in accordance with P-Card procedures and attached with other travel related receipts.
- Small receipts should be taped to an 8 x 11 inch sheet of paper before submission. Receipts must be secured to the applicable payment or reimbursement document.
- Email receipts are acceptable only when they contain the required information and identify the business source.

Related Documents

- Application for Travel Form (Travel Form)
- In-District Mileage Reimbursement Form
- Travel Cash Advance Request Form
- Permissible Travel Expenses document
- Field Trip Application Form with Release (Minor's Permission Slip)
- Purchasing Administrative Procedure (5:10.120)
- Rock Valley College Motor Vehicle Fleet Safety Procedure (Refer to FPOM)
- Gas Card Procedure (Refer to FPOM)
- P-Card Procedures
- Applicable General Services Administration (GSA) per diem rates:
    - https://www.gsa.gov/travel/plan-book/per-diem-rates
- Illinois Tollway trip calculator: https://agency.illinoistollway.com/toll-calculator

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Reference: Board Report(s) 6876, 7382, 7494
Implemented: April 24, 2012
Revised: October 12, 2026

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Appendix A: Valid Receipt Definition

All receipts should identify:

- Traveler name
  - ID as Breakfast, Lunch, or Dinner on the receipt.
  - List guest names… (or total headcount for large groups).
- Vendor name and address.
  - If not printed on the receipt, ask the vendor to stamp or print the business name & address on the receipt.
- Date & Time of purchase.
  - The purchase date should not exceed 30 days prior to submitting for payment or reimbursement.
- Detailed description of the purchase.
  - Itemized description for each item purchased, including quantity. A summary receipt will not suffice.
- Total amount paid.
- Method of payment.
  - If payment method is cash, the receipt should show cash.
  - If payment method is via personal credit card, the receipt should reflect the employee's name along with the last 4 digits of the credit card.
  - If payment method is via the P-Card, the receipt should be attached to the monthly cost allocation detail sheet. The P-Card procedures define need for the detailed receipts.
- A tip up to 18% on an approved meal reimbursement may be included, if approved by the next level of authority. The tip can be handwritten on the detailed restaurant receipt.

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Travel Form Receipt Submission Guidelines

- Electronic PDF files are the preferred delivery method to the Finance Dept.
- Email copies should be sent to RVC-AccountsPayable@RockValleyCollege.edu
- All scanned receipts must be clear and readable.
- Traveler should retain all hardcopies of receipts for a period of time in case one is needed by Accounting Services.
- If the receipt is small, tape it to an 8x11 piece of paper prior to stapling it to the document.
- All staples must be removed and receipts taped to 8x11 paper prior to final submission
- All receipts must clearly be from a third-party source with detailed descriptions of the relevant purchases.
- Current Travel, Mileage, and Advance forms should be utilized.
- They are available for download on the Accounts Payable Intranet page.

RVC is an equal opportunity educator and employer.

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Appendix B: Maximum Permissible Travel Expenses

The College shall only reimburse travel expenses with detailed receipts, for items including transportation, meals, and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, or any other event or program that is attended to further the College's mission.

Board of Trustees Approval is required for Travel Expenses that exceed the maximum limits listed below.

Maximum Reimbursable Rates for Transportation:

Air Travel	Lowest reasonable rate (coach/economy)
POV (No fleet vehicle available) Required)	GSA 'standard' mileage rate (Zero Slip
POV (Fleet vehicle available) Required)	GSA 'reduced' mileage rate (Zero Slip
Rental Car	Lowest reasonable rate
Rail or Bus	Lowest reasonable rate, and cannot exceed comparable airfare
Taxi, Uber, Shuttle	Actual reasonable rate (maximum 18% tip)

Maximum meal per diem rates:

As listed on the US General Services Administration website.

gsa.gov/travel/plan-book/per-diem-rates

Per Diem maximums are considered on a per meal basis, not the per day total. Rock Valley College does not reimburse the Incidental Expense per diem.

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Appendix C: Mileage Table

One-Way Mileage From:

Table 1A. Main Campus

Bell School Road Center	2 miles
Aviation Career Education Center	15 miles
N. Main Street Center	7 miles
Downtown West Campus	7 miles
ATC Belvidere	10 miles
Auburn High School	8 miles
East High School	7 miles
Guilford High School	1 mile
Jefferson High School	8 miles
Harlem High School	5 miles
Belvidere High School	17 miles
Boylan High School	6 miles
Hononegah High School	15 miles
South Beloit High School	16 miles
Lutheran High School	3 miles
Christian Life High School	1 mile

Table 1B. Bell School Road Center

Aviation Career Education Center	18 miles
Main Campus	2 miles
N. Main Street Center	8 miles
Downtown West Campus	8 miles
ATC Belvidere	8 miles

Table 1D. Aviation Career Education Center

Bell School Road Center	18 miles
Main Campus	15 miles
N. Main Street Center	7 miles
Downtown West Campus	8 miles
ATC Belvidere	20 miles

Table 1E. N. Main St Center

Aviation Career Education Center	7 miles
Bell School Road Center	8 miles
Main Campus	7 miles
Downtown West Campus	0.5 mile
ATC Belvidere	13 miles

Table 1F. Downtown West Campus

Aviation Career Education Center	8 miles
Bell School Road Center	8 miles
Main Campus	7 miles
N. Main Street Center	0.5 mile
ATC Belvidere	13 miles

Table 1G. ATC Belvidere

Aviation Career Education Center	20 miles
Bell School Road Center	8 miles
Main Campus	10 miles
N. Main Street Center	13 miles
Downtown West Campus	13 miles