

In order to travel on College business, all employees must first complete the Travel Request Form.

- A. The employee, supervisor and the departmental Vice President or President must sign the Travel Request Form to authorize the travel. This gives permission for the employee to be away from campus on College businesses and is required for insurance purposes.
- B. Travel reimbursements must be reconciled and finalized within two weeks of returning from the trip. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month. Please use the Travel Reimbursement Form and submit original receipts expenses.

Adopted: August 26, 2022