

PROFESSIONAL TRAVEL**Procedure**

The Board--recognizing the importance for the College program of its staff's professional growth and development and the necessity for the College staff to attend professional meetings, workshops, or institutes for such purpose--will attempt to provide the professional staff an amount annually toward meeting the expenses which they may incur in such travel.

All travel for professional growth and development must be validated by the staff member and approved by the immediate supervisor and the President. This is accomplished by completing the Travel Request and Validation Form prior to leaving campus.

All allowable expenses will be paid upon return to campus by the Business office. To claim these expenses a travel voucher, receipts and the Business Office's copy of the Travel Request and Validation Form must be filed in the Business Office.

In extenuating circumstances, some of the money to be expended may be advanced to the individual(s) traveling. It will be necessary upon returning to campus to produce receipts of any monies so advanced.

Original policy date: 11/14/74 (Item #0718)

Revision date: 03/13/97 (Item #7957)