

CURRICULAR AND CO-CURRICULAR TRAVEL

PROCEDURES

Field trips for instructional purposes require approval by the dean and the appropriate Vice President before such trips are taken.

Trips involving students, other than for strictly instructional purposes (student government, etc.), require approval by the appropriate Vice President before such trips are taken.

The trip supervisor must file a Travel Request and Validation Form before any trip is taken.

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 procedure date: 11/14/74 (Item #0721)

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

Revision date: 06/10/99 (Item #8527)