

Travel Policy	Policy Number	4.4
	Effective Date	September 5, 2017, by Temporary Executive Order through 1/5/18

1.0 POLICY & PURPOSE

It is the policy of LCCC to support reasonable and necessary travel related to achieving LCCC’s educational mission. The purpose of this policy is to explain the various aspects of travel on college business.


2.0 REVISION HISTORY

Adopted on: 9/5/17 by Temporary Executive Order through 1/5/18. (This policy replaces Field Trips Policy 2.11, International Short-Term Travel Policy 2.14, and Student Organization and Class Travel Policy 2.15.)

3.0 PERSONS AFFECTED

This policy applies to all official College travel, including travel funded under federal grants and contracts. Additionally, this policy applies to:

- A. Employees, volunteers, and student employees traveling on College business, regardless of the source of funds
- B. Employees who have supervisory responsibilities for College budgets
- C. Employees who make travel or business related arrangements for themselves or others
- D. Employees who initiate, review approve, process, or record financial transactions on behalf of the College
- E. Employees traveling with students will follow this procedure as well as [Student Travel Procedure 4.4.2P](#).
- F. Potential employees who are travelling to the College for interviews. (See Appendix A of [Employee Travel Procedure 4.4.1P](#).)
- G. Employees in Grant Funded Positions (See 5.0, H. of [Employee Travel Procedure 4.4.1P](#).)

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jill R Koslosky, Business, Ag, and Technical Studies Interim Dean Bryan Wilson, Math and Sciences Dean	8/29/17
Approval by President’s Cabinet		9/5/17
Approval by President (Signature)		9/5/17
Approval by Trustees (Signature)		