

Travel Policy	Policy Number	4.4
	Effective Date	December 6, 2017

1.0 POLICY & PURPOSE

The Board of Trustees of Laramie County Community College (LCCC) believes that College business may require employees and students to travel. The Board expects that individuals who are traveling do so with an awareness that they are using College funds, the vast majority of which are derived from state and local taxes, as well as student tuition. Therefore, it is expected that travel, and the process for the approval, monitoring, and reporting of travel, be comprehensive to ensure it is conducted in a manner respectful of the resources it requires and to advance the mission of LCCC.

Thus, 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 direct the President to establish appropriate administrative procedures for the various aspects of travel for College business.

2.0 REVISION HISTORY

Adopted on: 12/6/17 (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 sponsored awards. 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
- G. Employees in Sponsored Award-Funded Positions

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jill Koslosky, Business, Ag, and Technical Studies Interim Dean Bryan Wilson, Math and Sciences Dean	8/29/17
Approval by President's Cabinet		10/19/17
Ratified by College Council	Sabrina Lane, College Council Co-Chair	10/27/17
Approval by President (Signature)		10/27/17
Approval by Trustees (Signature)	 Bradley Barker, Chairman	12/6/17