

<b>Travel – Employee</b>	Policy Number	4.4
	Effective Date	March 20, 2012

**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 procedure is to explain the various aspects of travel on college business.



**2.0 REVISION HISTORY**

Adopted on: 3/20/12

**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. Individuals traveling on college business, regardless of the source of funds
- B. Individuals who have supervisory responsibilities for College budgets
- C. Individuals who make travel or business related arrangements for themselves or others
- D. Individuals who initiate, review approve, process, or record financial transactions on behalf of the College

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	12/13/11
Approval by President’s Cabinet		3/20/12
Approval by President (Signature)		3/20/12
Approval by Trustees (Signature)		11/28/12