

Any instructor wishing to attend professional meetings should discuss the rationale of attending such a meeting with the Division Chair or appropriate Vice President or Dean. If it is agreed that the instructor should attend such a meeting, the appropriate travel form should be completed and submitted to the Division Chair and/or appropriate Dean or Vice President for approval. This request should include a request to use a college vehicle if needed. A requisition should then be submitted to the Vice President of Academic Affairs or the appropriate Dean to obtain any checks required.

Ordinarily, meetings should be within a radius of two hundred (200) miles. Confirmation to attend meeting will be based on budget limitation, frequency of requests and final approval by the President. Notification of approval should be given within a reasonable period of time so the instructor may make plans to attend.

Instructors should submit a travel voucher with documentation for reimbursement.

Adopted:
Amended: January 16, 2018
Legal Ref:
Cross Ref: