

## Policy 4.04

### Travel Policy

#### Travel Authorization

All travel (except scheduled off-campus classes), must have prior approval from the vice president responsible for the employee that is travelling and must be processed through the supervisory chain at least 7 days prior to departure. A separate **Travel Authorization Form** must be completed by each individual. All travel in excess of \$1500 or involving out-of-state travel must also have prior approval from the President.

#### International Travel

The College supports international travel and collaboration by employees that supports the mission of the College. The College does not permit travel on College business to countries under a current [Department of State Travel Warning](#) or [Centers for Disease Control Warning Level 3](#). Petitions for exceptions to this policy may be made to Senior Staff.

#### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Travel Authorization Procedure](#), [Field Trip Procedure](#)

#### History

**Senior Staff Review/Approval Dates:** *11/6/13, 8/4/15, 8/1/16*

**Board of Trustees Review/Approval Dates:** *8/4/15, 8/2/2016*

**Implementation Dates:** *Enter date(s) here*