

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-3611
Page 1 of 1

TRAVEL AUTHORIZATION

Members of the Board of Trustees and the Superintendent/President are authorized to travel on college business and to receive reimbursement for all necessary and appropriate travel, lodging, meal, and miscellaneous expenses.

Travel by District employees on college business shall be subject to the following provisions.

1. All employees must request permission from their immediate supervisors for all college related travel.
2. Written travel requests must be submitted for approval to the Superintendent/President, or designee, for all travel which is of more than one day in duration, or for which reimbursement for expenses other than mileage is sought.
3. Periodic reporting of employee travel shall be made to the Board of Trustees.

Adopted 8/28/90