

Southwestern Oregon Community College

BP: 7075

STAFF TRAVEL

The President and the administration may approve travel of employees within budgetary allocations. Travel may be approved for employees for:

- College operations
- Professional development
- Educational and professional meetings
- Student activities and/or with student groups

The College will reimburse an employee for out-of-pocket expenses incurred during approved business trips according to the College's Staff Travel procedure. Travel expenses include transportation, meals, lodging, registration fees, and parking.

END OF POLICY

Administrative Policies and Procedures:
7075