Southwestern Oregon Community College
BP7400 Employee Travel

Purpose:
To establish and define parameters for travel paid for by the college.

Statement:
The College President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the College.

The College President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include documentation of the value of the travel to the college, authorized expenses, advance of funds, and reimbursement.

All travel outside of Oregon and the United States must be approved in advance by the College President.

Approved: 2/23/2026