

PROCEDURES FOR OBTAINING APPROVAL TO ATTEND
CONFERENCES, WORKSHOPS, AND OTHER JOB RELATED TRAVEL

Travel to attend conferences, workshops, conventions, and other meetings which pertain to one's field of study, discipline, or work may be permitted. Travel may also be permitted to attend professional training and staff development activities.

Employees serving as active members of civic or charitable committees and organizations may be granted reasonable opportunity to attend a related convention without loss of pay.

Employees may be permitted to attend affiliated union conferences and workshops at their own expense and without pay.

All travel must be requested using the College's "Conference/Travel Request and Final Expenditure Report." Approval must be received by the employee's immediate administrative supervisor and area Vice President (or President) and fall within Board approved budget allocations.

Cross-References

Policy 6.06	Policy for Reimbursement for Use of Private Automobiles
Policy 6.07	Policy for Use of College-Owned Vehicles
Procedure 6.08	Procedures Governing the Use of College-Owned Vehicles
Procedure 6.12	Procedures for Reimbursement for Attendance at Conferences, Workshops, and Other Job Related Travel