



## COLLEGE POLICY

<b>Policy Name:</b> Travel	<b>Policy Number:</b> CP 3.20
<b>Board Policy Reference:</b> n/a	<b>Approvals:</b> President 11/16/09
<b>Applicable WAC/RCW:</b> n/a	

### **Travel** *AP7: 5.10.01 - AP7: 5.10.10*

The College shall establish procedures to govern both domestic and international travel by the Board of Trustees, all College employees, and all non-employees for which travel expenses are not part of a separate contractual agreement. OFM reimbursement rates shall be applied to travel within the State of Washington and U.S. General Services Administration reimbursement rates for federal employees shall apply to travel outside of Washington State and/or the continental United States. The Finance Office shall be responsible for the development of travel procedures.