

**CHANCELLOR'S PROCEDURE FOR POLICY**  
**316.01: Travel**

1. Prior to the travel occurrence, the college President shall submit a request to the Chancellor for foreign travel approvals.
  
2. The content of the request should include:
  - a) Dates of Travel.
  - b) Names of Traveler(s)
  - c) Relationship to the college (i.e. staff, student, chaperone, etc.) including title. Please include the full title (no abbreviations). If an employee has multiple titles, use the one which most closely identifies with the purpose of the travel.
  - d) Travel Location(s).
  - e) Cost. The entire cost of the travel paid by the institution should be included.
  - f) Purpose. The name of the meeting to be attended or other purpose of the travel should be noted. Please do not use abbreviations.
  - g) Note any exceptional circumstances for any of the categories—such as, cost is paid by the organization for the person to attend that particular meeting.
  
3. Upon approval, the Chancellor will notify the college and the Board of Trustees.