
TITLE:	Travel on State Business
NUMBER:	327 (formerly 4100)
APPROVED BY BOARD OF TRUSTEES:	8/27/81
AMENDED BY BOARD OF TRUSTEES:	1/9/13

Employees of the College are required to obtain prior authorization when traveling on official College business or for professional development purposes when using College resources. Travel must be of benefit to the institution and align with the mission of Whatcom Community College.

A Travel Authorization form must be completed for all travel, with signature approvals from designated supervisor(s) and the budget authority(ies). All travel is contingent upon the availability of funds in the proper budget(s).

College employees may have their travel expenses reimbursed by the College, in accordance with the rules and per diem rates established by the state Office of Financial Management. Under no circumstance may duplicate reimbursement be made by the College for that portion of an employee's expenses paid or reimbursed by any other source. College-owned vehicles should be used for travel on College-related business when available and practical.