

Lake Region State College
Policy and Procedure Manual

SECTION 700.17

TRAVEL

1. All faculty travel shall be approved in advance by the Vice President of Academic and Student Affairs.
 2. The *Travel Authorization Request* form shall be used for recording all travel requests and approval thereof.
 3. Reimbursement for official travel shall follow guidelines laid down by the College (See Chapter 400.06 Travel Policy)
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History

Administrative Council Approved 700.17 (1) 08/21/01

Administrative Council Approved 700.17 (2) 04/21/16