



College of The Albemarle Procedure

Procedure Number: 6.3.4.1

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Title: Travel, Transportation and Allowances

Related Policy: 6.3.4 Financial Reimbursements

Division of Responsibility: Business and Administrative Services

In order to travel on College business, all employees must first complete the Travel Request Form.

- A. The employee and supervisor and if needed the dean or vice president must sign the Travel Request Form to authorize the travel. This gives permission for the employee to be away from campus on College business and is required for insurance purposes.
- B. Out-of-State travel requires approval of the president.
- C. For non-departmental travel the budget manager must sign.
- D. Travel reimbursements must be reconciled and finalized within two weeks of returning from the trip. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month. Please use the Travel Reimbursement Form and submit receipts for expenses.
- E. Travel advances may be allowed.

June 13, 2023

April 28, 2025

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision