

College Board of Education Series—1000

## OUT OF STATE TRAVEL REQUESTS

**College Board of  
Education Member:**

1. Submits request for approval of out-of-state travel to **College Board of Education chairperson and vice chairperson.**
  - 1.a. If emergency travel is necessary, member informs **College Board of Education chairperson and vice chairperson.**

**College Board of  
Education  
Chairperson and  
Vice Chairperson:**

1. Considers request in accordance with existing policy, budget constraints, and other College Board of Education member requests.
2. Approves travel request if there are no other concerns/issues.
  - 2.a. If the **College Board of Education chairperson and vice chairperson** rejects travel request, informs requesting College Board of Education member.
3. May grant retroactive approval if emergency conditions warranted travel.

**College Board of  
Education:**

1. Hears any appeal by a board member whose request may have been rejected by the **College Board of Education chairperson and vice chairperson.**
2. Makes final ruling on any appeal.

July 15, 1991

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*Adopted College Council*

December 7, 2005

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*Revised*

January 7, 2011; February 26, 2015

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*Revised by College Executive Administration*