

## **ASSOCIATION TRAVEL POLICY**

- (1.) All travel on Association business (i.e., paid for with Association funds) must be directly related to both the activities of the Association and to the responsibilities of the individual involved.
  
- (2.) All requests for travel must be approved in advance by the Dean/Associate Dean of Student Services, except that travel by the Dean/Associate Dean must be approved by the Executive Dean.
  
- (3.) Reimbursement for expenses for Association travel shall follow the appropriate County and college guidelines.
  
- (4.) Travel on Association business should only be authorized when SCCC students are an integral component of the travel in question. Exceptions to this policy must be approved in advance by both the Dean/Associate Dean of Student Services and the Executive Dean.
  
- (5.) Any questions regarding an interpretation of the Association Travel Policy shall be referred to the Vice President for Student Affairs for a determination.

March 17, 1999