

Travel Regulations

All employees, trustees, consultants, students, or any non-institution employee in whose travel the institution may have a business interest are subject to the travel regulations and policies as set by the College, the General Assembly, or the State Board of Community Colleges.

Advance travel allowances may be obtained upon written request to the Business Office if overnight travel is involved. The request must be for \$100 or more. Exceptions may be made by the President.

http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012_04_17_SEC5_latest%20published.pdf

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