

Procedure 3250-PR(1): Travel Policy - Approval and Reconciliation

Original Adopted Date: September 17, 2025

Status: Approved

TRAVEL PROCEDURES MANUAL

Individuals participating in official District related travel shall be informed of travel procedures and requirements and are responsible for adherence to the same. Information and instructions regarding travel procedures are found in the Santa Cruz County Provisional Community College District Travel Procedures Manual. The Travel Procedures Manual and necessary travel approval and reconciliation forms may be found online at Santa Cruz County Provisional Community College District's website. Travel information, manuals, and forms may also be obtained from CFO.