

# Policy 540 - Travel

Lower Columbia College shall have an effective system for the management and control of travel related costs to ensure that travel related costs are directly related to College business; obtained at the most economical price; and critical and necessary for LCC business.

## Historic Information

- Reviewed by Executive Leadership Team - August 31, 2020 (requires further review)
- Approved - February 23, 2009
- Campus Review - February 1-22, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>Washington Administrative and Accounting Manual (SAAM) ( <a href="http://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.htm">www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.htm</a> )</b>		VP Administration/Director of Finance
<b>Procedure 540.1A TRAVEL ( <a href="http://services4.lowercolumbia.edu/info/webResources2/internal/Policy/540.1A%20Procedure%20Travel.pdf">services4.lowercolumbia.edu/info/webResources2/internal/Policy/540.1A%20Procedure%20Travel.pdf</a> ) :</b> <ul style="list-style-type: none"> <li>• Prior Approval</li> <li>• Travel Advance</li> <li>• Travel Expense Voucher</li> <li>• Motor Pool</li> <li>• Airline Reservations</li> </ul>		VP Administration/Director of Finance