

WGTC 3.6

Travel

All College employees shall conform to the Statewide Travel Regulations promulgated by the State Accounting Office and Office of Planning and Budget.

All out of state travel must be approved in advance. The Commissioner shall approve out of state travel for all employees within the TCSG system. The Presidents shall approve out of state travel for Technical College employees prior to submission to the state office for Commissioner approval.

Failure to receive authorization to travel out of state will result in the denial of reimbursement of expenses.

Reference: State Board Policy 4.7.1.
<https://tcsge.atlassian.net/wiki/spaces/policymanual/overview>

State Travel Policy
<https://sao.georgia.gov/travel/state-travel-policy>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Finance	Effective: 3/2009
Division: Administrative Services	Reviewed: 9/2021 Revised: 9/2021	