

# **POLICY: 4.7.1. (III.S)**

## **Travel**

**Revised:** February 2, 2012; April 12, 2001; February 7, 1991; July 2, 1987

**Last Reviewed:** February 2, 2012

**Adopted:** July 1, 1986



### **POLICY:**

All Technical College System of Georgia employees shall conform to the Statewide Travel Regulations promulgated by the State Accounting Office.

All out of state travel must be approved in advance. The Commissioner shall approve out of state travel for the Presidents and Assistant Commissioners. The Presidents or their designee shall approve out of state travel for technical college employees. The Assistant Commissioners shall approve out of state travel for their staff.

### **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
Statewide Travel Regulations  
SAO Policies.