

Policy Approval Form

Executive Summary. (Type a short summary of the process followed to develop this policy, identify those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop this policy.

June 6, 2006

Updated Travel Policy

The existing policy is out of date with OFM's SAAM travel policies. The Business Office staff started over by using the SAAM policy in its entirety, adding the information where procedures were left to the individual agencies and clarifying some language. There is also one area where the College is more restrictive in that we require a travel authority for all travel.

Prepared by: Collin Orr
Director of Business Services

Vice President for Academic Affairs and Provost



Date 8-12-06

Vice President for Finance and Administration



Date Aug 22-06

Vice President for Student Affairs At Collins Date 8-22-06

Executive Associate to the President D. L. Hummer Date 8-22-06
UP Advancement

President [Signature] Date _____

Date policy becomes effective _____