

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0351 Board Travel	Page 1 of 2
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 09-21-2016

Travel and related expenses may be authorized by majority of the board of trustees for any of its members to attend conferences, meetings, seminars, conventions, and so on, at the state, regional, and national levels. Travel expenses may include transportation, lodging, meals, and registration fees. Family members and invited guests may accompany board members at their own expense.

Each trustee who has been approved for travel shall file with the college business office an itemized account of anticipated expenses and may request and receive an advance for these expenses. Upon completion of travel, an actual expense account report with appropriate receipts shall be filed with the college business office within the next two weeks.

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DOCUMENT HISTORY:

10-15-2009: Initial approval of policy BP 0351 Board Travel.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.