

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

Revised: February 2, 2012; April 12, 2001; February 7, 1991; and July 2, 1987.
Last Reviewed: September 22, 2022; and 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 Board.
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.
Statewide Travel Regulations.
SAO Policies.