

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: TRAVEL**

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**Operational Policy Number: 502**

**Date adopted: 9/16/74 Revised: 8/1/75, 1/17/95, 3/15/99, 5/16/06, 5/20/14, 4/21/2020**

It is the policy of the Board of Trustees that employees and trustees are authorized to engage in approved travel to carry out official responsibilities relating to Grays Harbor College. Travel will be considered official and approved when applicable statutes, regulations and policies have been followed; this includes statutes of the state of Washington, regulations and policies of the Office of Financial Management, the State Board for Community and Technical Colleges, Grays Harbor College and any other proper regulatory body.

The president of Grays Harbor College or designee shall develop any guidelines which are needed to administer this policy.