

POLICY

No. 3060

Page 1 of 1

TRAVEL EXPENSE ADVANCE

Expenses of Travel for approved conferences may be requested to be paid in advance when such expenses will exceed \$150.

Requests for approval of Travel Expenses Advance must be submitted to the Executive Officer ten (10) days prior to the conference. Advances will not exceed 75% of the total anticipated expenditure.

Adopted: October 13, 1975
Ratified: November 10, 1975
Amended: May 16, 1983