



## **College Sponsored Student Travel**

## **Policy SS 07.04**

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Board of Trustees Approval Date: 06/30/93

Revision Date(s): 03/24/04; 08/22/12

Revision Responsibility: Vice President for Student Services

Comments:

The College may sponsor student travel activities for instructional programs, student organizations and other supervised activities.

For all student activities, the "Request for Travel" form is to be submitted 14 working days *prior to the date of travel*. If a College vehicle is required for travel, prior reservations must be made according to MCC College Vehicles Policy FAC 10.03.

*While on campus this policy can be viewed by accessing Human Resources on SharePoint.*