



ARIZONA WESTERN COLLEGE

PROCEDURE 360.1

Page 1 of 1

Last Revision Date: 12-01-2020;
10-01-2020;
11-04-1991

Effective Date: 11-04-1991

Last Review Date: 02-07-2022

Section: Business

Subject: Travel

PURPOSE

The purpose is to provide guidelines for travel.

PROCEDURE

The Business Office publishes a Travel Manual which delineates the process of obtaining permission to travel, making travel arrangements, and submitting travel expenses for reimbursement.