


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 360.1	
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		Last Revision Date:	02-01-12
Effective Date:		11-04-91	
Section:	Business	Subject:	Travel

PURPOSE

To provide guidelines for all College related travel.

PROCEDURE

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