

POLICY: 4.7.1

Travel

Revised: February 2, 2012; April 12, 2001; February 7, 1991; and July 2, 1987
Last Reviewed: May 15, 2025
Adopted: July 1, 1986



POLICY:

All Technical College System of Georgia employees shall conform to the Statewide Travel Regulations promulgated by the State Accounting Office.

All out-of-state travel must be approved in advance. The Commissioner shall approve out of state travel for the Presidents and Assistant Commissioners. The Presidents or their designee shall approve out of state travel for Technical College employees. The Assistant Commissioners shall approve out-of-state travel for their staff.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties
Statewide Travel Regulations
SAO Policies