

Travel

An employee wishing to travel on business on behalf of NCCC must first complete an electronic travel request form before making any commitment to travel or before any traveling is done. Employees must also agree to adhere to all college procedures, including those required by the college insurance company.

The travel request form must be complete, have appropriate registration forms or brochures electronically attached, and be approved by all required parties. If travel has been approved, the employee may proceed to make any necessary arrangements.

Revised: 4/11/13, 6/9/16