

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE  
OPERATING RULE 21 (OR-21)  
Effective Date – December 6, 2013**

**RULE:** Travel

**REPLACES:** New River Board of Governors Policy 22, Travel

**RATIONALE:** To establish a rule in accordance with WV Code 12-3-11 and Procedural Rule Title 135 WV Council for Community and Technical College Education, Series 29, Travel

**OPERATING RULE STATEMENT**

New River Community and Technical College will ensure compliance of WV State Code 12-3-1 and West Virginia Council for Community and Technical College Education (WVCCTCE) Series 29, Travel. The College will establish guidelines and procedures governing the management of in-state travel, out-of-state travel, and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, Board of Governors members, and non-employees traveling on behalf of New River Community and Technical College.

**DATE APPROVED: 12/5/2013**

**DATE REVISED:**

**RELATED RULES/POLICIES/PROCEDURES:**

**RESPONSIBLE OFFICE:** Chief Financial Officer, President