

# 8-3: Travel Policy and Procedure

\* Issued: 4-25-97

\* Revised: 08/13

\* Approved:

Basic policy applicable to Fort Lewis College travel is prescribed and governed by Section VII of the Fort Lewis College Fiscal Rules.

The [Travel webpage](#) provides necessary information, required forms and established procedures for College travel and reimbursement of travel expenses.

This policy and instructions apply to all FLC faculty and staff who travel on behalf of the College regardless of the source of funds.