



- (E) Faculty and staff who are traveling out of the country for an extended period may, with the approval of the appropriate vice president, receive a travel advance.
- (F) Lodging for students may be prepaid by submitting either a purchase requisition or a small order form.

Policy Name: Prepayment of Expenses.
Policy Number: 3344-69-04
Board Approved: 11/7/2012
Effective: 8/20/2015