

**APPROVAL OF THE COLLEGE PRESIDENT'S TRAVEL AND
CONFERENCE EXPENSES**

Except as otherwise provided in his or her contract, the College President shall submit requests for approval of travel and conference expenses to the Chair of the Board of Trustees prior to incurring the expenses. In the event the Chair is unavailable, the request may be submitted to the Vice Chair or to the Secretary of the Board of Trustees for approval.

Board of Trustees
April 14, 2005