EMPLOYEE/FACULTY TRAVEL GUIDELINES

Out of District Travel:	Requires prior approval of Department Manager
Out of State Travel:	Requires prior approval of the President
Foreign Travel:	Requires prior approval of the Governing Board
Faculty Members:	Arrangements for class coverage is required. Dismissing students to accommodate travel is not permitted. Class may be rescheduled for a specific date.

IMPORTANT COVID -19 (coronavirus) Update:

VIRTUAL /ONLINE CONFERENCE REGISTRATION

These Guidelines Pertain to VIRTUAL /ONLINE Registration Only.

EMPLOYEE/FACULTY TRAVEL GUIDELINES

HARTNELL COLLEGE Travel Guidelines

Plan Ahead
30 - 45 Days Prior to Travel:

EMPLOYEE/FACULTY TRAVEL GUIDELINES

Driving Clearance

Personal Vehicle

EMPLOYEE/FACULTY TRAVEL GUIDELINES

Rental Vehicle

- Enterprise is the contracted car rental agent for HARTNELLCOLLEGE and are preferred as they provide a significant cost savings to the District.
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