

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy to meet the need of College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College; and

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be supported with required documentation and approved by the President prior to travel. Travel of the Board of Trustees and the President must be approved by the Board of Trustees; and

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

**Amended & Adopted: April 25, 2025**

**Resolution 16-2025**

**Reviewed, no changes: March 26, 2021**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: July 24, 2014**

**Resolution 39-2014**

**Amended & Adopted: November 3, 2011**

**Resolution 4-2012**

**Amended & Adopted: September 5, 2008**

**Resolution 34-2008**

**Adopted: February 1, 1995**

**Resolution 8-95**