

Employee Travel Agreement

I _____, understand that my position at Arizona Western College may require me to travel for meetings, conferences, etc. I acknowledge that Arizona Western College has a Travel Policy and I agree to read the manual prior to traveling, to ensure that I am familiar with the policy.

I agree that I will follow the College's Travel Policy and submit the proper forms to travel. Also, I agree to submit the proper claim form for reimbursement, along with the required receipts within 8 business days of my return, to adhere to the Travel Policy.

If my claim form, appropriate receipts, and excess advance dollars are not submitted within the 8 business day deadline, I will forfeit any reimbursement from my travel, but the excess advance dollars are to be paid immediately.

Failure to comply with this agreement may result in either revocation of my travel privileges or other corrective action.

My signature below indicates that I have read and will comply with the terms of this agreement.

Printed Name

Signature

Date