Contents:

1. Preface
2. Policy
3. Audit and Compliance

Section 1. Preface

A. Name
   The formal name of this policy is the ITS Training and Travel Policy.

B. Status of This Policy
   a. Draft. In development by Office of the CIO
   b. Public Review and Comment Period.
   c. Redraft.
   d. Working Group Review and Comment.
   e. Accepted.

C. Scope and Purpose
   This document outlines the procedure for requesting training and travel
   funds to attend short-term, professionally oriented programs that keep
   participants informed of evolving technologies and changing practices
   in their area of specialization.

D. Spirit and Intent
   ITS supports the participation of its employees in training and
   conferences for professional development and opportunities to
   present to peers.

Section 2. Policy

A. Training and Conference Requests
   1. Directors will use discretion to approve or deny training and conference
      requests based on job relevance. All requests should be submitted to
      department director with a detailed estimate of costs.
   2. Directors will fairly distribute training/travel funds to all members of their team.
3. Travel costs should adhere to existing university policies regarding daily meal allowances, car rentals, air/rail/bus travel, personal vehicle mileage, and hotels. ([http://www.colgate.edu/offices-and-services/purchasing/travelpolicyinfo](http://www.colgate.edu/offices-and-services/purchasing/travelpolicyinfo))

4. Staff may request additional training and travel funds from the CIO budget if they are interested in presenting relevant material at a conference. The request and an estimate of costs should be made to the department director prior to submission to the conference. The director will bring the request to the CIO for approval.

Section 3. Audit and Compliance

A. All expenses must be detailed in the expense report submitted and be within the estimated cost agreed upon by the approving Director.

B. Staff will be responsible for following the university policy for costs associated with work related travel. ([http://www.colgate.edu/offices-and-services/purchasing/travelpolicyinfo/travelpolicy](http://www.colgate.edu/offices-and-services/purchasing/travelpolicyinfo/travelpolicy))