



- (E) Faculty and staff who are traveling out of the country for an extended period may, with the approval of the appropriate vice president, receive a travel advance.
- (F) Lodging for students may be prepaid by submitting either a purchase requisition or a small order form.

**Policy Name:** Prepayment of Expenses.  
**Policy Number:** 3344-69-04  
**Board Approved:** 11/7/2012  
**Effective:** 8/20/2015