



**Intent to Plan and/or Revise BOG Policy #3, Travel**  
**30 Day Comment Period Notice:**

Consonant with Series 4 (Rules, Guidelines and Other Policy Statements by Governing Boards) and Concord University Policy No. 11 (Adoption, Amendment, and Repeal of Policies- Rule on Rules), the Concord University Board of Governors approved the Intent to Plan an Advisory Councils Policy on September 17, 2019.

The existing BOG policy on travel is outdated and needs revision to reflect current practice and satisfy requirements of the State Auditor's Office with regard to reimbursement. Pending completion of the policy revision process which has been initiated, it is important that the Board adopt an interim policy to provide appropriate guidance to the State Auditor's Office in the reimbursement of travel expenses and to employees in maintaining compliance with the state's travel requirements.

Please forward comments, preferably electronically, to [president@concord.edu](mailto:president@concord.edu) or [lwoolwine@concord.edu](mailto:lwoolwine@concord.edu) by **4:00 p.m. Friday, October 25, 2019.**