

## **RESOLUTION F08-14**

### **APPROVAL OF REVISED POLICY 4.10REV, TRAVEL AUTHORITY AND DRIVING RULES, AND APPROVAL OF RESCISSION OF EXISTING POLICIES 4.10REV, IN- STATE/OUT-OF-STATE TRAVEL AND 4.76 MOTOR VEHICLE PROCEDURES, CONVERTING BOTH TO PROCEDURES**

WHEREAS, a systematic review of existing policies has been undertaken to ensure their continued applicability to the current organization; and

WHEREAS, a review of Policy 4.10REV, In-State/Out-of-State Travel, revised on July 1, 2008, revealed required technical modifications and updating; and

WHEREAS, Policy 4.76, Motor Vehicle Procedures, adopted June 14, 2002, required updating in order to ensure clarity and consistency with rules involving student travel; and

WHEREAS, both existing policies address procedural guidelines that continue to be relevant for the effective administration of travel-related business as well as the awareness and enforcement of travel safety; and

WHEREAS, the President recommends the proposed rescissions and conversions of the policies to procedures along with the adoption of the proposed revised Policy 4.10REV, Travel Authority, be approved in order to establish parameters required for University-sponsored travel;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds policies 4.10REV, In-state/Out-of-State Travel and 4.76, Motor Vehicle Procedures, converts policies to the procedures titled (respectively): Travel Authority: Business Rules, and Travel Authority: Driving Rules for University-Sponsored Travel, and approves the revised Policy 4.10REV, Travel Authority And Driving Rules, effective January 17, 2014.

(January 17, 2014)