## **Travel Policy**

approved: 8/18/2022 effective: 9/18/2022 revisions approved: 3/4/2024 effective: 3/4/2024

River Valley Child Development Services, hereinafter referred to as RVCDS, has established a travel policy that governs allowable travel for individuals who are authorized to be reimbursed, or receive a cash advance, for travel expenses by RVCDS. The travel policy includes all business-related travel in-state and out-of-state and excludes international travel, unless required.