



Policy No.	20006
Effective Date:	November 15, 2010
Revision Date	
Revision No.	
Approved: Cheryl Thompson-Stacy	
Date: November 15, 2010	

Reduction in Travel Policy

1.0 Purpose

This policy is intended to provide guidance on travel per Executive Order 82.

2.0 Revision History

This is a new policy.

3.0 Applicability

This policy applies to all students, staff, and faculty of the College.

4.0 Policy ¹

Lord Fairfax Community College (LFCC) is committed to the continuous improvement of our natural environment. It is the College's policy to minimize negative impacts on the environment and promote environmental improvement by incorporating the following:

- *Environmental Compliance*: LFCC commits to meet all applicable legal and other requirements.

5.0 Definitions

According to Executive Order 82, "No later than July 1, 2010, every executive branch agency and institution shall either have... (ii) adopted and posted on its website a suite of policies regarding energy use, water use, waste reduction and travel that will reduce the environmental impacts and costs of those activities."²

Legal requirements - Include federal, state and local environmental regulations; "other" requirements include additional policies, obligations and programs to which LFCC subscribes.

6.0 Responsibilities

It is the responsibility of all students, staff and faculty at LFCC to adhere to the guidelines in this policy.

¹ http://www.deq.state.va.us/p2/EO_policies_and_p2_examples.html

² http://www.deq.state.va.us/p2/EO_82.html

7.0 Procedures

1. To the greatest extent possible, carpooling should be utilized for attending off-site meetings and conferences.
 - a. State vehicles will not be provided for single individuals attending conferences with multiple attendees. If a single individual chooses to drive separately they will be reimbursed at the lower IRS approved mileage rate.
2. Meetings held between College locations must utilize video or phone conferencing technology unless an in-person meeting is absolutely necessary.

8.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Financial and Administrative Services.

9.0 Authority/Reference

- Department of Environmental Quality
- Office of the Governor