

CARNEGIE INSTITUTION OF WASHINGTON

POLICIES AND PROCEDURES

These policies and procedures apply to the Carnegie Institution of Washington, and its Departments, and are designed to facilitate the scientific and business operations of the organization. Policies and procedures also help assure compliance with various laws and regulations applicable to the Institution. All policies and procedures are to be adhered to by employees of the Institution.

Individual Departments of the Carnegie Institution may supplement and amend these policies and procedures, subject to a compliance review by the Director of Administration and Finance. Any supplements or amendments will be signed by the Director and posted on an individual Department's website.

From time to time, the Institution amends these policies and procedures. Revision dates are noted on the individual documents.



Director, Administration and Finance



Date

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J. TRAVEL