



Department of Finance
City of Newport News
2400 Washington Avenue, 7th Floor
Newport News, VA 23607

TRAVEL POLICY ACKNOWLEDGMENT

I certify that I have received a copy of the revised Travel Policy, dated July 1, 2023. I understand it is my responsibility to read this policy or to have the policy read to me.

I further understand that I have the right to ask a Department of Finance representative questions about this policy. I further understand that my compliance with this policy is a condition of my employment and that any violation of this policy will subject me to disciplinary action, including termination.

Name (Please Print)

Department

Signature

Date

Witness Name

Witness Signature