

TRAVEL AND EXPENSE REIMBURSEMENT

The College shall reimburse employees and members of the Board of Trustees for expenses incurred while carrying out authorized duties.

See following page for procedure.

Adopted July 19, 1989
Reformatted April 27, 2010

TRAVEL AND EXPENSE REIMBURSEMENT

The College shall reimburse employees and members of the Board of Trustees for expenses incurred while carrying out authorized duties.

Mileage for Using Personal Vehicle

Mileage reimbursement rates shall be set by administrative regulation approved by the College President.

Meals

Expenses for meals shall be paid on a per diem basis. No receipts are required. The reimbursement rates and associated restrictions are set by administrative regulation approved by the College President.

Lodging

The reimbursement rates and associated restrictions are set by administrative regulation approved by the College President. Receipts are required.

Whenever possible lodging expenses should be paid directly by the College.

Miscellaneous Expenses

Reimbursement for other approved necessary and reasonable expenses shall be made by the College. Receipts are required.

Adopted July 19, 1989
Reformatted April 27, 2010