



<p align="center">Policy Title Expense Reimbursement Policy</p>	<p align="center">Effective Date 1979</p>	<p align="center">Policy Number FS-117</p>
<p align="center">Responsible College Division/Department Financial Services</p>	<p align="center">Responsible College Manager Title Financial Services Director</p>	
<p align="center">Policy Statement</p> <p>The same general policy and regulations will apply to all personnel and officials of the district in regard to reimbursement of expenses. The policy is:</p> <ol style="list-style-type: none"> 1. Personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the accounting office. 2. Such expenses may be approved and incurred in line with budgetary allocations for specific types of expenses. 3. When official travel in a personally-owned vehicle has been authorized, mileage will be paid at the rate currently authorized by the district board. 4. A support staff employee working a split shift, as defined as a workday when the employee has more than one start and end time, is entitled to mileage reimbursement. 5. Every person traveling at district expense is expected to use good judgment in seeing that the expenditures occurred are reasonable. 		
<p align="center">Reason for Policy</p> <p>Travel authorization and expense reimbursement for staff will conform to college guidelines.</p>		
<p align="center">Cross References and Legal Review</p> <p>Created: 1979 Reviewed/Revised: 5/18/89; 11/01/89; 6/21/90; 5/92; 5/19/93; 11/98; 7/1/02; 10/17/08; 7/1/14 TCS 6.04 Legal Reference: Cross Reference: Professional Staff Development Opportunities; Support Staff Development Opportunities, Staff Development Opportunities.</p> <p>Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.E. Financial Condition</p>		
<p align="center">Definitions</p>		