



Policy Title Expense Reimbursement Policy	Effective Date 1979	Policy Number FS-117
Responsible College Division/Department Financial Services	Responsible College Manager Title Vice President of Administrative Services	
Policy Statement		
<p>Employees and appointed officials who incur expenses while carrying out their authorized duties will be reimbursed by the College upon submission of a properly completed and approved expense voucher form and supporting receipts and/or documentation. Reimbursement for approved mileage while using a personal vehicle will be at the designated rate at the time the travel occurs.</p> <p>All out-of-district travel requires a properly completed and approved Travel Authorization form. Travel arrangements should only be made after approval has been received.</p> <p>Managers are ultimately responsible for the conservative use of College funds and must verify that all travel is budgeted and expenditures are necessary, reasonable, and consistent with the Travel Reimbursement Procedure. The College reserves the right to deny reimbursement of expenses that are deemed to be excessive, unnecessary, or do not meet the guidelines set out in the Travel Reimbursement Procedure.</p>		
Reason for Policy		
Travel authorization and expense reimbursement for staff will conform to college guidelines.		
Cross References and Legal Review		
<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; 2/6/20</p> <p>Legal Reference: TCS 6.04 Cross Reference: Travel Reimbursement Procedure; Employee Professional Development Policy.</p>		
<p>Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.E. Financial Condition</p>		
Definitions		