

## **80601 Reimbursement of Expenses**

The College shall reimburse College employees for necessary expenses incurred on behalf of the College when traveling to or attending meetings required in the performance of duties. The President is authorized to approve per diem and travel expenses for selected individuals being interviewed for employment.

Reimbursements are to be based on actual expenses, which are not to exceed the stated maximums.

The President is authorized to establish guidelines and procedures of reimbursement of expenses within the framework of the above policy.

Board Policy 10205 governs college reimbursement for members of the Board of Governors.