

BUSINESS

CODE: 3040

ITEM: 10070

**REIMBURSEMENT OF TRAVEL AND OTHER BUSINESS RELATED EXPENSES**

Northeast Community College does hereby authorize the expenditure of public funds for the payment or reimbursement, within institutional budgetary limitations, of actual and necessary expenses incurred by elected and appointed officials, college employees or volunteers at educational workshops, conferences, training programs, official functions, hearings or meetings as deemed necessary by the President or the Board of Governors.

Reimbursement of expenses will be made in accordance with the procedure for Reimbursement of Travel and Other Business Related Expenses.

Original policy date: 01/08/92 (Item #6079)  
Revision date: 07/09/92 (Item #6247)  
Revision date: 12/07/93 (Item #6706)  
Revision date: 05/09/96 (Item #7601)  
Revision date: 05/10/07 (Item #10070)

This policy replaces Personnel Code 4222 Reimbursement of Travel Expenses (Item #0398), Internal Board Policy Code 8350 Reimbursement For Expenses (Item #0398) and Code 8350.01 Reimbursement for Expenses - Travel (Item #0396). These policies were rescinded 01/08/92 under Item #6079.