

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Reimbursement of Expenses

DIVISION: Administrative Services

CATEGORY: Fiscal

REFERENCE: Nebraska Revised Statutes: §85-1509; §81-1176

NUMBER: BP-305

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: January 15, 2020

Purpose

This policy defines the eligibility of reimbursement for expenses incurred by members of the WCCA Board of Governors, employees, students, and volunteers while doing business on behalf of the College. The College shall define the procedures required to administer said policy.

Scope

This policy applies to all College Board members, employees, students, and volunteers.

Policy

In accordance with applicable state law, the College does hereby permit elected and appointed officials, students, employees, and volunteers to incur certain expenses when authorized for travel to and from and participation in educational workshops, conferences, training programs, official functions, hearings, meetings, or other College activities. Such authorization shall be to the extent authorized by law and delegated to the College President.

Approved business-related expenses incurred by the Board, employees, students, or volunteers that are eligible for reimbursement are also allowed. Prior approval must have been obtained prior to incurring the expense. Expenses incurred for student international experiences are the responsibility of the student and are not eligible for reimbursement.

The President shall administer all related policies to the extent permitted by law. These policies shall be uniform in governing the expenditure of public funds for purposes of approval for participation and attendance by elected and appointed officials, employees, students, or volunteers, at educational workshops, conferences, training programs, official functions, hearings, meetings, or other College activities, whether incurred within or outside the boundaries of the College Area.

The Board specifically shall not authorize the expenditure of public funds to pay for any expenses incurred by a spouse of an elected or appointed official, spouse of a student, spouse of an employee, or spouse of a volunteer.

Reimbursements shall be based on actual and necessary expenses incurred and shall not be based on a per diem rate. All claims for reimbursement shall be submitted within thirty (30) days of the occurrence of the expense.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: 1993

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

335.0100.93

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: