

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Reimbursement of Expenses 335.0000.14

Reimbursement of Expenses
Policy Number: 335.0100.93

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 President.

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.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1993

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: