

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 6– BUSINESS & FISCAL AFFAIRS SUBSECTION 61 – FINANCE & ACCOUNTING

POLICY NUMBER: BP – 6164

COLLEGE TRAVEL REIMBURSEMENT AND BUSINESS EXPENSE

1. POLICY REASON/PURPOSE/INTENT

To establish principles for payment of travel and college-related expenses.

2. DEFINITIONS

N/A

3. POLICY

3.1 Northeast Community College authorizes payment for travel and college-related expenses in accordance with college procedures.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 10/09/2018

ORIGINAL ADOPTION DATE: 01/08/1992 (item #6079) replaced Code 4222 (item #0398), Code 8350 (item #0398 and Code 8350.01 (item #0396) on 01/08/1992 (item #6079)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 07/09/1992 (item #6247); 12/07/1993 (item #6706); 05/09/1996 (item #7601); 06/20/2007 (item #10070); 05/08/2014 (item #11433); 12/14/2017 (item #12169); 10/09/2018 (item #12374)

PRIOR POLICY/PROCEDURE NUMBER: 3040

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Administrative Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-6164.0

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: travel expenses; business expenses