

PERSONAL EXPENSES

In order to provide for the efficient operation of the District, the Governing Board authorizes employees to incur personal expenses, as enumerated below, for which they will be reimbursed.

The Chancellor, Presidents or their designees shall approve all personal expense claims incurred while performing services for the District. The expenses to be reimbursed include: actual and necessary traveling expenses incurred while conducting research and investigation in conjunction with the management and support of the District; those incurred while informing or making known to the citizens of the District its educational programs, services and activities; those incurred while meeting with members of industry, private foundations, and community organizations to support students, educational programs or objectives within the District; other expenses while an employee is fulfilling an assignment for which other remuneration is not received. Employees may incur expenses on non-employee refreshments or meals. Reimbursement for non-employee refreshments or meal expenses shall require written pre-authorization of the Chancellor, Presidents or their designees.

Each claim shall include the expenditure date, the purpose of the expenditure for which reimbursement is claimed (i.e., meal, bridge toll, etc.) and certification showing the activity under which the expenditure was approved by the Chancellor, Presidents or their designees. Any expense claim that includes a request for reimbursement of expenses associated with non-employee meals, with the exception of those explicitly allowed in Business Procedure 9.09, shall be accompanied by evidence of written pre-authorization from the Chancellor, Presidents or their designees.

Education Code 87032