

**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; those incurred while conducting research and investigation in conjunction with the present and future management, conditions, needs, and financial support of the District; those incurred while informing or making known to the citizens of the District its educational programs and activities; those incurred, including non-employee meal expenses, while meeting with members of industry, private foundations, and community organizations to support educational programs or objectives within the District; other expenses while an employee is fulfilling an assignment for which other remuneration is not received.

Each claim shall include the 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.

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