

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.3

Title All Personnel

Expense Reimbursement

Expenses incurred by College employees for approved business purposes shall be reimbursed. Specific mileage rates and other expense parameters may be determined through the collective bargaining process, where one exists, or will be established by the Board not to exceed whatever limits may be imposed by statute.

Travel beyond the Merged Area XII boundaries or beyond Union County, South Dakota, or Dakota County, Nebraska, requires pre-approval.

The President shall be responsible for developing administrative procedures which implement this policy, including the appropriate forms to be used for pre-approval and/or reimbursement.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of last revision 11/17/86

70.9,11.

Date of current revision 12/11/95

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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