



POLICY

Title: **EMPLOYEE EXPENSE
REIMBURSEMENT**

Policy No.: **2003**
Effective Date: **1998 November 24**

Department: Organizational Support Services – Business Services

Reference(s): - Procedure: Employee Expense Reimbursement

It is the policy of the Board that it will reimburse employees for legitimate expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

On an annual basis, the Board will approve the rate schedule for all reimbursement rates, as outlined in the attached procedure.

Administered By: **Organizational Support Services – Business Services**

Amendment Date(s): 2003 Sept. 23, 2013 Oct. 8, 2017 Sept 26