



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13.36
REFERENCE	<i>Adopted: June 8, 2021</i>
2.13.36 Employee Expense Reimbursement Policy	<i>Reviewed: June 8, 2021</i>
	<i>Revised:</i>

This Policy governs the reimbursement of College employees for reasonable and necessary expenses required for performing their assigned work duties unrelated to travel, meal or lodging expenses. Reimbursement for travel, meal and lodging expenses is addressed separately in Board Policy 2.13.28.

The College will only reimburse employees for reasonable and necessary expenses that are required in the performance of the employee's job duties for the College and that primarily benefit the College. Reimbursement is subject to an employee's compliance with this Policy and any related procedures.

The College will not reimburse employees for any expenses that primarily benefit the employee, personal expenses, expenses incurred by non-employees, or unreasonable expenses. The College is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was the result of the College's negligence.

Employees are expected to use the equipment, computers, phones, fax, offices or workspaces, supplies, software, and network and email access, and other resources provided or made accessible by the College at the employee's worksite in the performance of their duties. Unless the College requires an employee in the performance of their job duties to have a cell phone, personal computer, home phone, home internet access, for example, such expenses are not eligible for reimbursement.

If such expenses are required for the employee to perform their job duties, a reasonable stipend may be set by the College and paid to the employee to defray part of the expense, or the College may require the employee to submit documentation to show that the expense is actually attributable to the employee's performance of their job duties and that it primarily benefits the College.

To be eligible to receive reimbursement, employees must submit a completed Expense Reimbursement Form along with attached receipts for actual incurred expenses within thirty (30) calendar days of incurring the expense. For foreseeable expenses (almost all expenses incurred on behalf of the College will be foreseeable), the employee must receive written preapproval to incur the expense from their direct supervisor or designee. Employees who comply with this Policy and submit receipts in a timely manner will be reimbursed by the next regular payroll date after satisfactory receipts are submitted and the reimbursement is processed.

All expense reimbursement documents and information submitted to the College are subject to disclosure under the Freedom of Information Act, unless otherwise exempt from disclosure under that law. In the event of a conflict between this Policy and a provision contained in a Collective Bargaining Agreement (CBA) or individual contract, the CBA or individual contract shall control.