

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE TRAVEL AND REIMBURSEMENT
Policy No. 9-06
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Effective April 18, 2005

- (A) Employees shall be reimbursed for travel expenses necessary to support and advance the college's mission.
- (B) Reasonable travel expenses incurred by consultants, guest speakers, and employment-seeking candidates may be reimbursed provided the travel supports and advances the college's mission.
- (C) Commuting expenses between the employee's residence and their place of employment are not reimbursable.
- (D) Under no circumstances will employees be reimbursed for alcoholic beverages.
- (E) The President shall establish procedures to administer this policy.

Prior Effective Date: October 15, 1985