

3357:13-17-26 Travel Expense Reimbursement Policy

The President and/or designee may authorize travel for North Central State College employees in order to perform job responsibilities. It is customary and reasonable to pay the necessary travel expenses of employees incurred in the performance of their college jobs. The Vice President of Business and Administrative Services will establish travel procedures to define allowable and unallowable expenses, rates and methods, authorization, documentation and reimbursement. These travel procedures may be found under procedure number [17-261](#).

Effective: August 9, 2001

Expires: May 1, 2016

Review Dates: 9/9/01, 5/22/02, 6/23/04, 7/1/06, 5/17/11