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WEST HILLS COMMUNITY COLLEGE

CLASSIFIED PERSONNEL

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### JOB RELATED EXPENSES

In accordance with law, the board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any employee of the district incurred in the course of performing services for the district, whether within or outside the district, under the direction of the board. This policy establishes the means for so doing.

The validity of payments for job related expenses shall be determined by the Vice Chancellor of Business Services.

The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the Vice Chancellor of Business Services. Use of a personal vehicle for special or emergency purposes is a recognized part of the employee's job responsibilities. Use of a personal vehicle for approved school purposes is reimbursable to the employee at the rate set annually by the board.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if such events have, as their purpose, programs which will improve the operation of the district or which will benefit the employee in the performance of assigned district duties. Approval for attendance at such events must be approved in advance by the Chancellor. Expenses for attendance at approved events will be reimbursable to the employee in full and upon presentation of the proper documentation to a maximum of such expenses.

The Vice Chancellor of Business Services shall prepare regulations for the reimbursement of travel expenses which shall include:

1. Each request shall detail the reasons for the expenditures, not labeled in broad general terms.
2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.

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3. Travel shall be by the most direct and economical route.
4. In all instances of travel reimbursement, full itemization of expenditures shall be required.
5. Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

Ed. Code 87032, 87033, 87037

Board approval date: \_\_\_\_\_