

C.02.09 Employee Travel Expense Reimbursement Policy

Responsible Department: VC Finance and Administration

Board Adoption: 08/18/2009

Last Board Action: 08/18/2009

Last Reviewed: 04/05/2023



ALAMO
COLLEGES
DISTRICT

This policy is applicable to all College District employees. For Board member travel see [B.03.04](#) and [B.03.05](#).

Employees shall be reimbursed for all ordinary, necessary, authorized expenses of a business nature incurred when the employee is authorized by appropriate authority to travel for and in the name of the College District, except that faculty travel to conferences provided for by special fund allocation to each instructional department shall be limited to the amount so allocated.

The Associate Vice Chancellor for Finance and Fiscal Services shall issue guidelines for reimbursement of said expenses.

Procedure [C.02.09.01](#) Employee Travel Expense Reimbursement

Legal Reference - TACC Policy Reference Manual

DEE(LEGAL) - Compensation and Benefits: Expense Reimbursement