

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Reimbursement of Expenses 335.0000.14

Lodging Costs
Policy Number: 335.0103.96

POLICY

The College shall reimburse elected and appointed officials, students, employees, and volunteers for the actual lodging expenses that are incurred during authorized travel. These individuals are expected to acquire lodging not to exceed the applicable Federal rate per day for the geographic area involved. (Federal lodging rate information is available in the Business Office.) The President, or his/her designee, shall be authorized to approve expenses in excess of this rate. A fully itemized claim including receipts, bills, statements, gratuities, etc., shall be submitted to the College with all lodging reimbursement requests, using the College's claim form. The College shall not provide reimbursement for expenses of a personal nature including, but not limited to: personal phone calls; mini-bar charges; cleaning of personal clothing; additional personal conveniences; or recreation charges.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1996

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: