

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Reimbursement of Expenses 335.0000.14

Participation/Registration Costs
Policy Number: 335.0104.93

POLICY

The College shall reimburse elected and appointed officials, students, employees, and volunteers for actual and necessary registration costs, tuition costs, fees, or other charges that are incurred in authorized participation of educational workshops, conferences, training programs, official functions, hearings, meetings, or other College activities. A fully itemized claim, including receipts, bills, statements, etc., shall be submitted to the College with the reimbursement request, using the College's claim form.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1993

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Rescinded Date: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: