

# SAN JUAN COLLEGE BOARD POLICY

Policy No. 807

SECTION: Business Services

POLICY TOPIC: Travel Approval and Reimbursement

I. General Policy

The President and the Vice President for Business Services shall collaborate on the establishment of travel and per diem reimbursement rates for College employees and San Juan College Board members. These rates will not exceed the amounts listed within the regulations established by the State of New Mexico for public employees/officials.

II. Reimbursement Rates

San Juan College shall pay the cost for the business and travel expenses incurred by a College employee, agent, or Board member as long as the appropriate authorization has been followed per Business Services procedure. This reimbursement may only occur if the expenses incurred came as a result of business or travel for the benefit of and in the course of employment or official service of the College.

Reimbursement will be made at the most recent Board approved rate but within statutory limits imposed by the state.