

Board Policies

ADMINISTRATIVE AFFAIRS

131.00 Reimbursement for Travel

Cowley College employees and students may be reimbursed for expenses incurred in the conduct of College business and professional or student activities. Travel must be approved by the President or designee prior to incurring expenses. Reimbursement may include travel, lodging, meals, and registration fees. Reimbursement of expenses and/or use of College vehicles are not permitted for personal or Cowley College Education Association activities.

Receipts failing to meet all requirements will not be considered when closing cash advances or making payment for reimbursement.

Policy 131 is implemented in process through Procedure AP 131.

Adopted August 4, 1969
Revised July 21, 1975
Revised July 18, 1977
Revised December 18, 1978
Revised August 18, 1980
Revised February 16, 1981
Revised July 16, 1984
Revised January 21, 1985
Revised July 20, 1987
Reviewed July 11, 1989
Revised October 16, 1989
Revised October 15, 1990
Revised September 16, 1991
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Revised October 18, 1993
Revised October 16, 1995
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Reviewed July 21, 2003
Revised July 19, 2004
Revised August 14, 2006
Revised October 18, 2011
Revised July 21, 2014
Revised August 1, 2019
Revised June 20, 2023