

AP 6905 ITEMIZED EXPENSE REIMBURSEMENT (NON-TRAVEL)

Reference:

Education Code Section 87032

Upon approval by an appropriate administrator, an employee performing services for the District/College may request reimbursement for actual and necessary out-of-pocket expenses incurred in an emergency situation or under extenuating circumstances, when it is not feasible to use the requisition/purchase order process. By their nature, these types of purchases should occur only infrequently and require preapproval of a supervising administrator.

The expenditures must be directly related to the conduct of District business. Original itemized receipts are required for all reimbursable expenses. Reimbursement is subject to the availability of funds and the appropriateness of the expenditure.

Abuse of this process, as determined by the District and/or College, may result in suspension of future non-travel itemized expense privileges, including disallowing reimbursement.

Office of Primary Responsibility: Vice Chancellor, Business and Financial Services

Administrative Approval: July 3, 2008

(Replaces Regulation 7011)

Revised: March 2, 2009