Section: Policy Statement – General and Administrative

Subject: Travel Expense Reimbursement Policy

Purpose: To establish the basis on which reimbursement will occur for travel expenses during official business.

New/Revised: Board Adoption Date: July 10, 2000

The University Center recognizes the importance of travel for the purpose of education, professional meetings, and business dealings. Therefore, the University Center will reimburse travel expenses in keeping with the applicable federal and state laws, as those laws generally befit a nonprofit corporation.

The travel policies of the University Center shall not preclude the option of the University Center Executive Director authorizing more or less travel reimbursement than provided under the State of California prevailing rate when the situation warrants doing so.