# 600.117 NON-STATE REIMBURSEMENT OF TRAVEL POLICY

An employee who is reimbursed for travel by a third party may not be reimbursed by that third party for an amount higher than either a) the actual cost of travel, or b) the standard reimbursement schedule for state approved travel.

If an employee is partially reimbursed for travel by a third party, the employee may only be reimbursed by the college for the difference between the third party reimbursement and the amount determined by the standard state approved travel procedures.

Approved by the president’s cabinet: 6/28/22

Adopted by the board of trustees: 1/9/02

Last reviewed: 6/28/22

Policy contact: Administrative Services

Related policies and procedures

None identified at this time