

	POLICY	Motion No.	FF 1012-2023
	Travel Reimbursement	Effective Date	04/18/2023
		Responsible Department	Finance
		Attorney Review / Date	[Attorney Name] [Date]

It is the policy of Pennsylvania Highlands Community College to reimburse for reasonable and necessary expenses related to and incurred during pre-approved travel for conferences, professional development or other College business as is detailed in the Travel Procedure document and forms. . The College reserves the right to deny reimbursement of expenses that are considered lavish, extravagant, or unnecessary.

Collective bargaining agreements may outline the travel reimbursement expectations and guidelines for some employees.

Effective Date	Motion Number	Document Author	Description of Change
04/18/2023	FF 1012-2023	Finance	Renamed the "Travel Reimbursement Policy" instead of "Travel Policy." Unnecessary language was reduced, Language was added which clarifies that collective bargaining agreements may supersede this policy language
6/25/2013	FF 1016-2013	Finance	Initial Release