

# Administrative Procedure



Procedure Title: Mileage and Miscellaneous Expenses

Related Policies: 1.16 and 1.17

Procedure Number: 1.17

Related Procedure: 1.16

Office Responsible: Board, CEO, CFO

Related Laws: IRS regulations

- A. Mileage reimbursement requests shall be submitted to the CEO's office for signature approval by the Board Chair (Board Chair by the Board Vice Chair) on the Monthly Mileage Report form (BUS 127). The form will then be forwarded to the CFO for reimbursement.
- B. Miscellaneous expenses, such as meals, shall be submitted to the CEO's office for signature approval by the Board Chair (Board Chair by the Board Vice Chair) on the Monthly Expense Report (BUS 128). The form will then be forwarded to the CFO for reimbursement.

## **Change Log**

Date of Change	Description of Change	Responsible Party
05-17-10	Revised	
04-17-18	Revised; referenced in former Procedure 1.6.6	Board