



I. PURPOSE

Employees of the Victor Valley College Foundation may expend their personal monies to further the business operations of the organization. This policy governs reimbursement of allowed expenses.

II. POLICY & PROCEDURE

Employees who expend personal monies on behalf of the Victor Valley College Foundation will be entitled to reimbursement of these expenses subject to provisions of individual employment agreements and as follows:

- a. **Mileage Reimbursement:** Employees may be reimbursed for mileage at the IRS current recognized rate when using personal vehicles for approved business related travel provided the employee has submitted proof of insurance listing the Foundation as additional insured and a copy of a current driver's license.
- b. **Cell Phone:** Employees may be reimbursed for personal cell phones up to the annual amount approved within the Foundation budget.
- c. **Business Related Purchases:** Employees may be reimbursed for purchases authorized in advance by the Executive Director and approved by the board within the annual Foundation's budget.

Employees may request reimbursement for any of the above mentioned expenditures by submitting a standard check request form and attaching supporting documentation such as:

- Purchase receipts – must be original
- Mileage verification (odometer readings; yahoo or google map printouts, etc)
- Cell phone bill face page

All reimbursements will require approval of the Executive Director, President or Treasurer.

Reimbursement will be made by check payable only to the employee and must be requested within the fiscal year in which the expense occurred. Approved reimbursements will be paid to employees within 30 days of the date requested.