

D-10b PROCEDURE

Student Expense Reimbursement

Fuel Expenses

Typically, student-related athletic expenses such as team travel and lodging are procured directly through the Purchasing and/or Athletic departments. An exception to this may be made related to livestock transportation to and from collegiate rodeo athletic events. At present SCC is providing a pickup and a trailer. Based on the number of livestock transported to the rodeo, fuel expense may be paid to a College rodeo member with approval of the Rodeo Coach and Athletic Director. The students provide additional rigs, as needed.

Itemized receipts are required for all fuel expenses including date, time, location, gallons and price per gallon.

No funds will be advanced to students for travel expense, either within or without the state, prior to the actual time such travel is completed.

All student expense vouchers shall be so itemized that the nature, purpose and amount of each item is apparent. Expense reimbursements must be submitted no later than sixty (60) days after the expenses occurred.

Related Policy: D-10

Admin Team Adopted: 10/18/23

Reviewed: 10/18/2023

Next Review: TBD

Web link:

Tags: