

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ADMINISTRATION

**REIMBURSABLE EXPENSES FOR
NON-EMPLOYEES**

**POLICY 2321
ADOPTED: 01/22/91
AMENDED: 12/17/91**

The Board of Trustees recognizes the need to reimburse reasonable expenses incurred by certain non-employees, such as consultants, speakers, performers, etc., who perform services for Triton College.

Advance agreement for such reimbursements must be included in a contract or letter of agreement before services begin.

Reimbursement must be approved by the department Vice President before payment will be made. Such approval indicates that the reimbursement is within limitations of the budget and Board policy.