

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1011 CIVIC AND TESTIMONIAL FUNCTIONS

It shall be the policy of the Bay de Noc Community College Board of Trustees to encourage participation in those civic and testimonial functions which will advance the purposes of the College. Pre-approved expenses associated with such functions shall be reimbursed by the College.

PROCEDURE:

- 1011.1 College personnel attending civic and testimonial functions which require college expense payments shall have prior approval by the appropriate administrator.
- 1011.2 The President and Board members are responsible for making their own determination regarding attendance at such functions.
- 1011.3 Expenses for spouses who attend such functions will also be paid.
- 1011.4 The principal factor in determining attendance should be: Will it advance the purpose of the College?
- 1011.5 As a general procedure, the individual attending should first pay his/her own expenses and then submit the request for reimbursement on the proper form.
- 1011.6 The administrator who approved the participation for expenses is responsible for approving the expense voucher.

1011 CIVIC AND TESTIMONIAL FUNCTIONS POLICY

Policy Origin Date: 09/05/1974

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