



# ADMINISTRATIVE PROCEDURES

No. 7400.4

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## ADMINISTRATIVE EXPENSE REIMBURSEMENTS

Because the District benefits from participation of Administrators in community activities, specifically community service clubs, District Administrators may be reimbursed for annual membership dues and meal costs (breakfast, lunches, dinners). Organizations included would be the generally accepted community service club organizations, not fraternal groups or other special organizations.

Administrators may be reimbursed for actual and necessary expenses when such expenses are incurred in the course of performing direct services for or on behalf of the District. Administrators, as used above, include the Superintendent/President, Vice Presidents, Deans and Directors, subject to approval by the Superintendent/President.

Reimbursements will be made by using the In-District Monthly Travel Reimbursement Claim form.

*Adopted: August 4, 1982*  
*Revised: September 5, 1984*  
*November 2, 1988*  
*November 7, 2006*  
*April 23, 2021*

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