

BP 3.7 Travel Reimbursement

Legal Authority *NCGS 115D-20*

Approvals *09/11/98*
Revision

Policy

Each employee, member of the Board of Trustees, or student who travels on official business must request reimbursement early enough in the month following the date of travel to permit payment to be processed during that month following the travel.

Timely Filing:

All reimbursement requests shall be filed for approval and payment within thirty days after the travel period has ended. The "travel period" is defined as the calendar month during which the travel occurred. In the case of continuing education instructors, who are paid at the end of the semester, their travel period may be considered to be the end of the contract.