

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

APPROVAL OF EXPENSE REPORTS OF TRUSTEES

1. When a Trustee requests reimbursement for expenses, the expenses must be authorized by the Board.
2. Travel and other arrangements shall be the responsibility of the Associate Secretary to the Board.
3. Each Trustee must file an itemized expense report.
4. Expense reports of Trustees must be approved by the Chairperson.
5. Expense reports of the Chairperson must be approved by the Treasurer.

Revised—January 9, 1980
(80-5)
Revised—September 25, 1991
(91-148)
Reviewed—Cabinet
May 30, 1996
Reviewed—VP and CFO
June 13, 2005
Reviewed—VP and CFO
August 1, 2019