

**C.2.9.1 (Procedure) Employee Travel Expense Reimbursement**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.2.9 - Employee Travel Expense Reimbursement](#)

Approved: 8-18-09

Last Amended:

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Employee travel expense reimbursement shall be in accordance with the Employee Travel Procedure. The procedure and other helpful information and forms are available at the Finance and Fiscal Services website:

<http://www.alamo.edu/district/fiscalaf/fiscalaffairs.html>