



## College of The Albemarle Policy

**Policy Number: 6.3.4**

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**Title: Financial Reimbursements**

**Related Policy and Procedures: 6.3.4.1 Travel, Transportation and Allowances**

**Division of Responsibility: Business and Administrative Services**

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For all financial reimbursements, the College follows the [North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 1: Fiscal Procedures September 2024.02](#)

(the "Manual"). The Board hereby incorporates the Manual.

Consistent with the Manual, the Board of Trustees hereby delegates to the president the authority to establish the IRS business standard mileage rate as the reimbursement rate for official business travel or establish a rate lower than the maximum as a result of limited budget availability for travel.

June 13, 2023

June 10, 2025

June 10, 2025

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**