

CCL REIMBURSEMENT GUIDELINES

1. Receipts and a completed and signed CCL Reimbursement Form are required for all reimbursements.
2. CCL makes reimbursement to representatives who travel to Council meetings. Reimbursements may include airfare, parking at airport, and mileage (up to cost of airline ticket).
3. Mileage reimbursement is at the IRS rate.
4. Full reimbursement is available when arranged in advance for cost of refreshments at meetings.
5. Full reimbursement is available when arranged in advance for cost of materials distributed at meetings.
6. Full reimbursement is provided to the CCL President or designee for meetings which require official CCL representation (CIO Board, Chancellor's Office Library and Learning Resources Advisory Committee, Board of Governors, Conference of the Millennium Planning Group, etc.).
7. CCL reimburses all expenses for Board members attending the Annual Executive Board Retreat.
8. No reimbursement will be provided for phone calls or movies.
9. CCL may reimburse representatives for lodging with prior approval of CCL President or designee. CCL does not reimburse for phone calls or movies from hotel.
10. Exceptions to established guidelines may be made with the consent of the CCL President.