

## EXPENSE REIMBURSEMENT POLICY


### I. REIMBURSEMENT

Expenses incurred on behalf of the Foundation will be reimbursed. Original receipts for appropriate expenses must be submitted as soon as possible, but not later than 30 days after expenditure.

### II. ATTACHMENTS

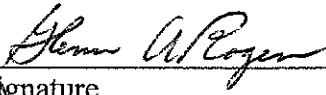
### III. DISTRIBUTION

### IV. APPROVAL

  
Signature

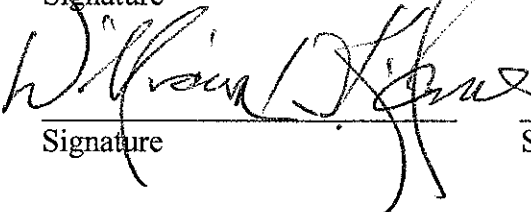
Richard McMillan  
President

10/29/2009  
Date

  
Signature

Glenn A. Rogers  
Vice President

10-29-2009  
Date

  
Signature

William D. Kleine  
Secretary

10/29/2009  
Date

### V. POLICY RESPONSIBILITY

Midland College President

### IN COORDINATION WITH:

Midland College Accounting-Administrators  
Legal Counsel-Interprets

### VI. REVISIONS

Statement of Rights As Follows:

Midland College Foundation, Inc. reserves the right unilaterally to revise, modify, review, rescind, or alter the terms and conditions of this policy within the constraints of the law by giving reasonable notice.

### VII. DATE

Origination: October 29, 2009

Last Policy Review: \_\_\_\_\_

Next Policy Review: October 2011  
(Every Two Years)