

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

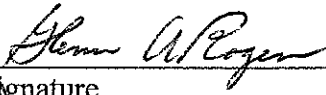
III. DISTRIBUTION

IV. APPROVAL


Signature

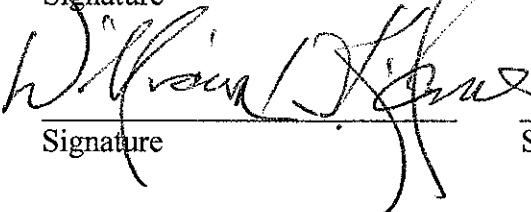
Richard McMillan
President

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)