

# Accounts Payable

## Mission Statement

Lee College Accounts Payable Department's mission is to ensure all financial disbursements for the institution are met and adhere to all regulatory local, state, and federal government regulations.

The purpose of this information is to provide staff and faculty employees guidelines and processes to conduct college business operations regarding items such as vendor payments, employee reimbursements, and various miscellaneous payments for college-related services.

All college payments follow Generally Acceptable Accounting Principles (GAAP), which is a framework of guidelines and standards for accounting for financial transactions and financial reporting.

## Employee Travel Forms

- Statement of Travel Expenses ([Excel file](#)) | [PDF](#)
- [Mileage Log \(Excel file\)](#)
- [Check Request Form \(PDF\)](#)
- [Per Diem Calculator \(Excel file\)](#)

## Contacts

- **Amber Boyd:** 281.425.6314 — Vendor Payments
- **Vanessa Gonzalez:** 281.425.6316 — Travel/Mileage, miscellaneous Payments
- **Kerrie Hendricks:** 281.425.6323 — Student Refunds

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