

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

*DEE
(LOCAL)

PRIOR APPROVAL AUTHORITY	An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with prior approval.
IN-STATE	Travel within the state of Texas requires approval of the appropriate budget owner and the Superintendent.
OUT-OF-STATE	Travel outside the state of Texas requires approval of the appropriate budget owner and the Superintendent.
NOTICE TO BOARD	The Board shall be informed of approvals for out of state trips.
OUT-OF-COUNTRY	Travel outside the continental United States requires approval of the appropriate budget owner, the Superintendent, and the Board.
DOCUMENTATION REQUIRED	For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.
EXCEPTION	Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

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