

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

*DEE
(LOCAL)

**PRIOR APPROVAL
REQUIRED**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's **immediate supervisor and in accordance with administrative regulations.**

The Board shall approve any out-of-state travel by employees.

OPTION 1

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 THE
BOARD

The Board shall be informed of approvals for out-of-state trips.

OUT-OF-
CONTINENTAL U.S.

Travel outside the continental United States requires approval of the appropriate budget owner, the Superintendent, and the Board.

~~TRAVEL EXPENSES~~

~~Reimbursement for authorized travel shall be in accordance with legal requirements.~~

~~Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.~~

DOCUMENTATION
REQUIRED

For any allowable ~~authorized~~ expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses. ~~and in accordance with administrative procedures.~~

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.