

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT

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5/18/06

PRIOR APPROVAL REQUIRED	An employee, including the Superintendent, shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business. Reimbursements to the Superintendent shall be subject to the provisions of the Superintendent's employment contract. Employees other than the superintendent shall secure the prior written approval of the employee's immediate supervisor before travel begins. The request shall be made on the employee travel request form and shall document the school-related purpose of the travel. The pre-approval shall not be required if the need for the travel is clearly stated in the employee's job description.
EXPENSES FOR SPOUSES	Unless an employee's spouse is also an employee of the District and traveling for a school-related purpose, travel expenses of an employee's spouse shall not be reimbursed by the District.
TRAVEL EXPENSES	Reimbursement for authorized travel shall be in accordance with legal requirements.
MILEAGE	Reimbursement for mileage for use of a personal vehicle shall be at the rate adopted in the travel guidelines adopted by the Texas Comptroller of Public Accounts.
PER DIEM FOR MEALS	<p>Allowable meals for employees other than the Superintendent shall be reimbursed on a per diem basis at a rate established by the Board. The Board shall review such rates periodically.</p> <p>For overnight trips when the per diem amount is used for meals, receipts shall not be required. For a meal reimbursement where the employee is not away from the District overnight, receipts for meals shall be required. The allowable amount for such a meal shall be the lesser of the actual cost or the per diem amount for that particular meal.</p> <p>For the Superintendent, expenses for business-related entertainment or meals involving other persons, documentation shall indicate the school-related purpose and the individuals for whom entertainment or meals were provided by the District.</p>
DOCUMENTATION REQUIRED	<p>For any authorized expense incurred, the employee, including the Superintendent, shall submit a statement with receipts, documenting actual expenses and in accordance with administrative procedures. When it is not feasible to obtain a receipt, such as cab fare or self parking lots, receipts may not be required.</p> <p>Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.</p>

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Requests for reimbursement shall be timely submitted within 30 days of return or at least monthly. An employee or the Superintendent shall sign the reimbursement request form.

Prior to payment, the reimbursement request shall be approved by the employee's supervisor. For the Superintendent, approval shall be from the Board president or Vice-President.