

Coppell ISD  
057922

COMPENSATION AND BENEFITS:  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

- TRAVEL                      Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred.
- REIMBURSEMENT        An employee of the District shall be reimbursed for authorized mileage incurred while performing duties related to the job only if such travel is at the request of the employee's immediate supervisor and is approved by the Superintendent or designee.
- OTHER                      Employees shall be reimbursed for other reasonable travel expenditures according to the current schedule adopted by the Board, and subject to in accordance with applicable state and IRS regulations. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.
- RECEIPTS REQUIRED      To receive reimbursement for transportation, lodging, meals, and other authorized travel expenses, an employee shall present receipts for the actual amounts spent. In lieu of reimbursing for actual meals expense, an employee may receive a per-diem meal allowance not to exceed the untaxable limit established by the IRS. Reasonable expenses, such as tips, where receipts are typically not available may be reimbursed upon request.

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