

PROPOSED REVISIONS

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.

TRAVEL EXPENSES

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

~~Airfare and hotel rooms may be charged on the District's credit card.~~

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 authorized expense incurred, ~~except for meals associated with overnight travel,~~ the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

~~PER-DIEM~~

~~The District shall pay for meal expenses associated with overnight travel on a per diem basis, with no requirement for receipts.~~