

**BOARD OF EDUCATION  
BEEVILLE INDEPENDENT SCHOOL DISTRICT**

Date: June 17, 2008

Subject: Proposed Revision for  
DEE (Local) Policy

Submitted by: Linda O'Connell

Related Pages: 1

Supt's Approval: \_\_\_\_\_

**ACTION**

**BACKGROUND INFORMATION:**

The existing DEE (Local) Policy for Compensation and Benefits Expense Reimbursement currently states that the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures. This would mean Per Diem payments would require all employees, and board members to turn in receipts.

**ITEMS ADDRESSED:**

For years Per Diem has been paid but the District has not required receipts. This Proposed Revision will bring our policy in line with the no receipt procedure we have been following.

**RECOMMENDED ACTION:**

Approve the Proposed Revisions for DEE (Local) as written by the Texas Association of School Boards.

**BUDGETARY INFORMATION:**

None

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

**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	<p>Reimbursement for authorized travel shall be in accordance with legal requirements.</p> <p>Airfare and hotel rooms may be charged on the District's credit card.</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>
DOCUMENTATION REQUIRED	For any authorized expense incurred <u>except for meals associated with overnight travel</u> , the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.
<u>PER DIEM</u>	<u>The District shall pay for meal expenses associated with overnight travel on a per diem basis, with no requirement for receipts.</u>