

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PRIOR APPROVAL
REQUIRED An employee shall be reimbursed for reasonable, allowable ex-
penses 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.

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

DOCUMENTATION~~REC~~
~~EPTS~~ REQUIRED To receive reimbursement for transportation, lodging, and other
authorized travel expenses, an employee shall present receipts in
accordance with administrative procedures.

If funds are given to students, the name, amount, date, and signa-
ture of each student shall be required in order to receive reim-
bursement.

~~MEAL PER DIEM~~ ~~All employees shall receive the meal per diem based on state
guidelines established by the Texas comptroller's office.~~

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.**