

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

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.

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

RECEIPTS REQUIRED

To receive reimbursement for transportation, lodging, ~~meals~~, and other authorized travel expenses, an employee shall present receipts ~~as noted below:~~ in accordance with administrative procedures.

~~1. For travel without an overnight stay: Present receipts for all actual amounts spent.~~

~~2. For travel with an overnight stay: Present receipts for lodging and transportation expenses. Present receipts for all meal reimbursements and other expenses in accordance with administrative procedures.~~

~~All travel involving a student group shall require receipts for all travel expenditures.~~ If funds are given to students, the name, amount, date, and signature of each student shall be required in order to receive reimbursement.

MEALS PER DIEM
(NO RECEIPTS REQUIRED)

An employee will receive the meal per diem based on state guidelines established by the Texas Comptroller's office. Meal per diem will be reported to the payroll department and will be added to the employee's income as a taxable fringe benefit.