

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 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 College President or designee.
- Employees shall be reimbursed for other reasonable travel expenditures according to the current schedule adopted by the Board, and subject to IRS regulations.
- RECEIPTS REQUIRED To receive reimbursement for transportation, lodging, meals, and other authorized travel expenses, an employee shall present receipts for the actual amounts spent. An employee receiving a travel per diem, as allowed by the Federal Government, is not required to present receipts for meals.