

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	<p>Reimbursement for authorized travel shall be in accordance with legal requirements.</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>
RECEIPTS REQUIRED	<p>To receive reimbursement for transportation, lodging, and other authorized travel expenses, an employee shall present receipts in accordance with administrative procedures.</p> <p>If funds are given to students, the name, amount, date, and signature of each student shall be required in order to receive reimbursement.</p>
MEAL PER DIEM	All employees shall receive the meal per diem based on state guidelines established by the Texas comptroller's office. Meal per diem shall be reported to the payroll department and shall be added to the employee's income as a taxable fringe benefit.