



JUDSON INDEPENDENT SCHOOL DISTRICT

Meeting Date: October 17, 2024

Submitted By: Cecilia Davis
Title: Deputy Superintendent

Agenda Item: Consider and take action regarding approving local policy (DEE-LOCAL – Compensation and Benefits: Expense Reimbursement).

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board of Trustees approve the review of the District Policy DEE (LOCAL) – Compensation and Benefits: Expense Reimbursement.

IMPACT/RATIONALE:

District recommends that the Board of Trustees approve the requested revision to: DEE (LOCAL) - Compensation and Benefits: Expense Reimbursement.

BOARD ACTION REQUESTED:

Approval/Disapproval

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 supervisor and in accordance with administrative regulations.

**Documentation
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

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.