

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 **and in accordance with administrative regulations**.

~~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.~~

DOCUMENTATION
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 signature of each student shall be required in order to receive reimbursement.

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.