



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: First and Final Reading of Policy DEE (LOCAL) – Compensation and Benefits Expense Reimbursement

SUBMITTED BY: Laida P. Benavides, CPA **OF:** Division of Finance

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: February 17, 2010

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve First and Final Reading of Policy DEE (LOCAL) - Compensation and Benefits Expense Reimbursement

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PRIOR APPROVAL
REQUIRED An employee shall be reimbursed for reasonable, allowable ex-
penses 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 au-
thorized for state employees.

DOCUMENTATION
REQUIRED For any authorized expense incurred, the employee shall submit a
statement, with receipts to the extent feasible, documenting actual
expenses and in accordance with administrative procedures.

MILEAGE

**To determine the number of miles traveled to out-of-district
destinations using a personal vehicle, a point-to-point itemiza-
tion mileage must be documented by the readily available
online mapping service, www. Mapquest.com. If this site is
not readily available, the employee may use an alternate
online mapping service.**

MEALS

**An employee whose duties require the employee to travel
outside the District without an overnight stay may be reim-
bursed for the actual cost of the employee's meals, not to ex-
ceed \$27 per day. Travel must be more than six consecutive
hours.**

**An employee whose duties require the employee to travel
outside the District, but within the state, with an overnight stay
may be reimbursed for the actual cost of the employee's
meals, not to exceed \$27 per first/last day and \$36 per interim
day(s).**

**An employee whose duties require the employee to travel
outside the state may be reimbursed for actual cost of meals
not to exceed the federal Domestic Maximum Per Diem Rates
for the specific destination.**