

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

**Prior Approval
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out College District business only with the prior approval of the employee's supervisor and in accordance with administrative procedures.

**Documentation
Required**

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