

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. The Board's approval shall also be required for out-of-state travel.

**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; however, the employee shall provide a signature when submitting the reimbursement request that the total per diem amount was expended by the employee and was necessary and reasonable in carrying out District business. If the established per diem amount was not expended by the employee, the employee shall be reimbursed the actual amount.