

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

Travel

Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred.

Reimbursement

An employee of the District shall be reimbursed for authorized mileage incurred while performing duties related to the job, only if such travel is at the request of the employee's immediate supervisor and is approved by both the supervising administrator and Superintendent.

Employees shall be reimbursed for other reasonable travel expenditures. [See DEE(REGULATION)] School officials and Board members may exceed the limitations stipulated in DEE(REGULATION) when necessary. Other employees may exceed these limits after receiving approval from the appropriate supervising superintendent.

Receipts

To receive reimbursement for transportation, lodging, meals in excess of the per diem, and other authorized travel expenses, an employee shall present itemized receipts for the actual amounts spent. Receipts for reimbursement must be submitted with a travel and expense voucher within 30 days of the last day of the trip.

Uniforms

If an employee is required to wear a uniform, protective clothing, or any type of protective device, the Board shall reimburse the employee for the cost in accordance with established administrative guidelines.