

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

Travel	Within budgetary allocations, reimbursement for approved travel will be as follows:
Transportation	1. Full reimbursement will be allowed for railroad accommodations, bus fare, or plane fare (coach class if available) including transportation to and from the terminal.
Commercial	
Private Auto	Those traveling in their own cars will be reimbursed at the IRS approved rate per mile as measured by the most direct route. If a private car is used for long distance travel, a reimbursement will be based on the IRS approved rate per mile, or coach class plane transportation.
Hotel Room, Meals, Other	2. Reimbursement will be made for reasonable and necessary expenses incurred on District business.
Registration Fee	3. Any registration fee required over and beyond regular membership dues will be reimbursed upon presentation of proper receipt.
Advance Amount	4. An advance of a reasonable amount of expense money, plus the price of the fare for transportation selected, will be made on request (check requisition) to the business office. Such request should be made at least 15 working days prior to the departure date. If accounting is not made within ten days of return, the amount of the advance will be deducted from the employee's next paycheck.
Accounting for Reimbursement	Each representative of the District who attends a meeting at the expense of the District must present promptly upon returning a written account of expenses to the Superintendent or his or her designee for approval before reimbursement will be made. Receipted bills for lodging and transportation (cost or miles driven) should be presented for reimbursement.
Reimbursement with Federal Funds	If reimbursement for travel will be made from federal funds, the following maximum rates will apply: 1. Mileage may not exceed the rate set by the state. 2. Airfare may not exceed the average coach fare. First-class airfare may only be allowed for a disabled employee who requires first-class travel due to medical necessity, or if first-class is the only available fare. 3. In-state meal expenses may not exceed \$41 per day. 4. Out-of-state meal expenses may not exceed the federal rate for each locality.

5. Overnight lodging will be reimbursed in accordance with maximums set by the GSA published rates. If there is not a published rate for a particular city or location in Texas, the reimbursement rate will be \$85.
6. Out-of state lodging expenses may not exceed the rate established in federal travel regulation for each locality.

When federal funds are used for expenses, any expenditure in excess of the mandated maximum will be paid or reimbursed from local funds, if approved by the Superintendent or designee. [See the Out-of-District Travel Policies and Procedures manual for details]