

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.

**Documentation
Required**

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

Per Diem Rate for
Meals

Expenses for meals associated with authorized overnight travel shall be reimbursed to employees up to the maximum allowance based on the District's travel guidelines found in the accounts payable department. No receipts shall be required for meal expenses, including those related to state or federal grants; however, employees must certify monies were spent on meals or meal-related expenditures.