

PROPOSED REVISIONS

~~TRAVEL~~

PRIOR APPROVAL REQUIRED

An employee traveling at the District's request shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.

~~Employees traveling on District business shall comply with the District-approved employee and student travel guidelines. Amendments to the employee and student travel guidelines require approval from the Superintendent.~~

Travel outside the continental United States requires prior Board approval.

~~VOLUNTEER OFFICIALS TRAVELING AT DISTRICT REQUEST~~

~~A nonemployee, unpaid, volunteer official who is asked by the District to represent the District as an official at an out-of-town UIL-sponsored competition at which District students are competing, and who travels to the competition at the request and on behalf of the District, shall be accorded the same treatment as a District employee for purposes of expense reimbursement, including provision of an advance to cover actual and necessary expenses to the same extent as an advance would be made to an employee under the same or similar circumstances.~~

TRAVEL EXPENSES

Reimbursement for authorized travel shall be in accordance with legal requirements.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

~~REIMBURSEMENT~~

~~Requests for travel or mileage reimbursements shall be made in a timely manner and in compliance with the employee and student travel guidelines and administrative bulletins.~~

~~Travel and mileage reimbursements shall be made in accordance with federal (including IRS), state, and local regulations.~~

DOCUMENTATION REQUIRED

Reimbursement for authorized travel shall be in accordance with the rate established by the State of Texas Travel Allowance Guide published by the State Comptroller of Public Accounts.

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.

~~MONTHLY REPORT~~

~~Each month, the Superintendent shall submit to the Board a written report on travel expenses for District personnel. The report shall~~

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

~~include the name of each employee, the location to which the employee traveled, the function attended by the employee, the purpose of the trip, and the total amount of travel expenses paid or reimbursed by the District to the employee.~~