

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

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.

Travel outside the continental United States requires prior Board approval.

TRAVEL EXPENSES

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.

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

DOCUMENTATION  
REQUIRED

FOR ANY AUTHORIZED EXPENSE INCURRED, THE EMPLOYEE SHALL SUBMIT A STATEMENT, WITH RECEIPTS TO THE EXTENT FEASIBLE, DOCUMENTING ACTUAL EXPENSES AND IN ACCORDANCE WITH ADMINISTRATIVE PROCEDURES.

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.