

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 **AND IN ACCORDANCE WITH ADMINISTRATIVE REGULATIONS.**

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.~~

OVERNIGHT TRAVEL

OVERNIGHT TRAVEL, APPROVED IN ADVANCE AS DESCRIBED ABOVE, FOR WHICH THE DISTRICT WILL PAY ALL OR PART OF THE TRAVEL EXPENSES ARE THOSE TRIPS WHICH ARE:

- 1. REQUESTED BY THE SUPERINTENDENT OR DESIGNEE;**
- 2. REQUESTED BY OTHER APPROPRIATE ORGANIZATIONS THAT WILL BENEFIT THE DISTRICT, AS DETERMINED BY THE EMPLOYEE'S CAMPUS OR DEPARTMENT SUPERVISOR; OR**
- 3. REQUESTED BY THE EMPLOYEE TO ENHANCE THE EMPLOYEE'S PROFESSIONAL DEVELOPMENT.**

LODGING, MEALS, AND OTHER EXPENSES NOT PROVIDED BY THE SPONSORING ENTITY OR INCLUDED IN THE CONFERENCE/EVENT FEES WILL BE REIMBURSED UP TO THE RATES ESTABLISHED STATE OF TEXAS TRAVEL ALLOWANCE GUIDE PUBLISHED BY THE STATE COMPTROLLER OF PUBLIC ACCOUNTS.

NON-OVERNIGHT
TRAVEL

EMPLOYEES TRAVELING FOR AN AUTHORIZED DISTRICT-SPONSORED SCHOOL OR UIL ACTIVITY THAT: 1) TAKES PLACE MORE THAN 100-MILES FROM THE EL PASO INTERNATIONAL AIRPORT; 2) EXTENDS BEYOND THE EMPLOYEE'S NORMAL WORKING HOURS; AND, 3) WHERE FOOD OR A MEAL IS NOT BEING PROVIDED, SHALL BE ENTITLED TO REIMBURSEMENT FOR ACTUAL MEAL EXPENSES UP TO THE IN-STATE, NON-OVERNIGHT RATE ESTABLISHED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE PUBLISHED BY THE STATE COMPTROLLER OF PUBLIC AC-

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

COUNTS AND IN ACCORDANCE WITH ADMINISTRATIVE PROCEDURES. SUCH MEALS ARE CONSIDERED TAXABLE AND WILL BE INCLUDED IN AN EMPLOYEE'S TAXABLE WAGES IN ACCORDANCE WITH IRS REGULATIONS.

DOCUMENTATION
REQUIRED

For any ~~authorized~~ **ALLOWABLE** 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.

REIMBURSEMENT
DENIAL

IF PRIOR APPROVAL FOR TRAVEL IS NOT OBTAINED, AS DESCRIBED ABOVE, THE DISTRICT MAY DENY REIMBURSEMENT TO THE EMPLOYEE.

THE DISTRICT WILL NOT REIMBURSE AN EMPLOYEE FOR ANY LODGING, MEALS, OR OTHER EXPENSES THAT WERE PROVIDED BY A SPONSORING ENTITY, OR WERE INCLUDED IN CONFERENCE FEES.