

PROPOSED REVISIONS

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 supervisor and in accordance with administrative regulations.

Travel outside the continental United States ~~requires~~ **SHALL REQUIRE** prior Board approval.

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 by the 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 takes place more than 100 miles from the El Paso International Airport, extends beyond the employee's normal working hours, and 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 accounts 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 allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

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.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

**Reimbursement
Denial**

If prior approval for travel is not obtained, ~~as described above~~ **IN ACCORDANCE WITH THIS POLICY AND ADMINISTRATIVE PROCEDURES**, the District **MAY** ~~shall~~ deny reimbursement to the employee.

The District shall not reimburse an employee for any lodging, meals, or other expenses that were provided by a sponsoring entity or were included in conference fees.