

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 immediate supervisor.
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.
SCHOOL-OWNED VEHICLES	The District shall not pay mileage for travel in school-furnished vehicles; however, a District credit card shall be furnished for out-of-District travel, and gas shall be furnished by the transportation office for travel within the District.
PRUDENT PERSON STANDARD	An employee traveling on official school business shall be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive or unreasonable costs, such as those incurred by circuitous routes, luxury services or accommodations, shall not be considered prudent, nor shall they be reimbursed by the District.
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.
SCHOOL-TO- SCHOOL TRAVEL	An employee whose regular assignment involves school-to-school travel shall be covered by a flat allowance per month, and the mileage rate applied only when such employee uses his or her personal vehicle on authorized school business outside the District.