

Travel Reimbursement

DATES (Adopted/Revised)	GUIDE WORDS
Adopted March, 2007	Travel Reimbursement

Travel Allowances and Expenses

District employees and trustees will be reimbursed for pre-approved travel expenses while traveling within or outside of the District and engaged in official District business. Reimbursement for travel allowance and mileage expenses will be established based upon funding availability and budgetary constraints.

All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by the employee's supervisor. Employees will be responsible to utilize the most cost effective travel which is reasonable and practical given the official District business activity.

The District Business Office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.