

Travel Reimbursement

The District will reimburse employees for reasonable and necessary expenses incurred in connection with District-related business in accordance with the procedures outlined in the accompanying Administrative Regulation.

Employees are expected to exercise the same care when incurring travel expenses on behalf of the District that a prudent person would exercise if traveling on personal business expending personal funds.

The Business Manager or designee shall be responsible for establishing reimbursement procedures, guidelines, and limitations. No expenses shall be reimbursed unless properly itemized and supported by a receipt or similar documentation evidencing proof of purchase. Unauthorized expenses will not be reimbursed.

The Business Manager or designee shall be responsible for reviewing requests for reimbursement of expenses, approving or denying such requests, and processing the reimbursement of approved expenses.

Employees using their personal vehicle for authorized District business shall be reimbursed at the maximum rate determined allowable by the United States Internal Revenue Service for the use of private vehicles in the performance of work assignments or as provided by any applicable employment contract or collective bargaining agreement.

Adopted: December 7, 1981
Revised: January 24, 1994
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