
REIMBURSING TRAVEL EXPENSES

- 1) Requests for reimbursement of expenses incurred by employees traveling to regional, state and national meetings must be authorized prior to attendance at the meeting(s).
- 2) Reimbursement claims should be submitted within ten (10) days of return and must be detailed on a District travel voucher. Expenses which are reimbursable include meals, gratuities at a reasonable rate, lodging, transportation costs, mileage and registration fees.
- 3) District credit cards may be used when traveling on District business. Credit cards may be used for meals, reasonable gratuities, public transportation costs and registration fees. Credit cards should not be used for personal vehicles. A credit card charge slip which includes expenses for more than one person should be turned in with a list of persons covered and the type of expenses involved.
- 4) The following are non-reimbursable expenses: expenses for another person, bar bills, personal telephone calls, personal postage and personal mileage on non-District business.



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