

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(EXHIBIT)

IN-DISTRICT TRAVEL

In-District travel shall be defined as:

1. Official school travel within the boundaries of Dallas, Denton, Collin, Rockwall, and Tarrant counties.
2. Scheduled UIL athletic, intra- and inter-school contests and events, regardless of the county, normally attended and supervised by administrators and teachers on the campus level.
3. UIL, athletic contests, and events beyond bi-district.

The District shall reimburse central office and campus level administrators an amount set by the Board for all school-related in-District travel as directed by the immediate supervisor or designee excluding:

1. Scheduled District in-service meetings.
2. Scheduled activities and meetings at the home school, except when the principal or other individuals are required for supervision when the total staff is not needed.
3. Mileage paid from some other source.
4. More than one trip to the administration building each day for each campus, unless it is a called meeting.
5. Trips to the administration building when on the direct route to or from work.

Reimbursement for in-District travel shall be paid from a voucher approved by the employee's immediate supervisor or designee. All in-District travel vouchers must be turned in to the business office. Travel vouchers must include the date, time of departure, time of arrival, and persons or places visited. Vouchers not signed by the immediate supervisor or designee shall not be considered for payment.

The District shall reimburse itinerant teachers and aides, such as art, music, ESOL, elementary counselors, and special education and maintenance personnel, for the mileage between assignments. Such payment shall be supervised and budgeted through the department director's budget.

OUT-OF-DISTRICT  
TRAVEL

For out-of-District travel, the District shall bear the expenses for authorized employee travel and travel-related costs incurred when an employee is performing approved duties related to his or her job.

EXPENSE  
REIMBURSEMENT

Employee expense reimbursement shall be made for approved expenses incurred during authorized out-of-District travel in accordance with the Travel Guidelines section of the business office pro-

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cedures. If reimbursement rates exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

Prior approval for expenditures related to travel must be obtained from the immediate supervisor before any travel expenses are incurred.

RECEIPTS REQUIRED To receive reimbursement for transportation, lodging, registration, and other authorized travel expenses, an employee shall present receipts for the actual amounts expended.

PERSONAL VEHICLE Mileage reimbursement to an employee for use of his or her personal motor vehicle for approved school-related business travel shall be at the standard mileage rate for business travel as allowed by the Internal Revenue Service.