

3 **FINANCIAL MANAGEMENT**

5 **Travel Allowances and Expenses**

7 Every District employee and Trustee will be reimbursed for approved travel expenses while traveling
8 outside of the District and engaged in official District business. District employees who are not exempted
9 by another policy will be reimbursed according to the travel expense regulations established by the
10 Superintendent. All travel expenses must be reported on the established travel expense and voucher forms
11 and approved by the employee's supervisor.

13 The District business office will be responsible for the development of procedures and forms to be used in
14 connection with travel expense claims and reimbursements.

16 The Superintendent shall also establish in district travel expense regulations for certain positions that
17 require daily scheduled in town travel during the course of their work day schedule.

19 Legal Reference:

20 § 2-18-501, MCA Meals, lodging and transportation of persons in state service

21 § 2-18-502, MCA Computation of meal allowance

22 § 2-18-503, MCA Mileage - allowance

24 Policy History:

25 Adopted on: July 1, 2000

26 Revised on: January 14, 2019