COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT
DEE (REGULATION)

TRAVEL AUTHORIZATION AND PLANNING

Each District employee who is authorized to travel assumes, with the acceptance of that authorization, a responsibility to limit travel expense claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

TRAVEL EXPENSE REIMBURSEMENT

Travel expense procedures may be accessed on the MISD Business Office web-site.

Please see the Business Office Website for additional Information.

APPROVED – MAY 2015