



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEE
Page 1 of 1	
Expenses and Travel Reimbursement - 2023	

Employees may attend meetings and conferences with prior approval from the employee’s supervisor.

1. An employee shall be reimbursed for reasonable, allowable expenses incurred for District business with prior approval of the employee’s supervisor.
2. Documentation is required for attendance to conferences, etc. The employee shall submit proof with a name badge, program, agenda, etc. to verify attendance.
3. Expenses for meals associated with the authorized overnight travel not related to state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expensed paid on a per diem basis.

Information regarding per diem rates, mileage, and other travel related matters is located in the “C” Regulations for Business and Finance.