

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

Note: State travel reimbursement rates can be found at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>.

TRAVEL
AUTHORIZATION AND
PLANNING

Each District employee who is authorized to travel assumes responsibility to limit travel expense claims to costs 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 authorizing travel plans have the additional responsibility of limiting travel to trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

Employees must secure written approval for travel on the appropriate District form.

TRAVEL EXPENSE
REIMBURSEMENT

Employee expenses associated with authorized trips will be reimbursed in accordance with the SFDR CISD Employee Travel Guidelines.

The District will not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the District when they accompany a District employee.

PRIVATE
TRANSPORTATION

An employee has the option of traveling for District business in a private vehicle, however, private vehicles shall not include the use of motorcycles.