Poplar School District

FINANCIAL MANAGEMENT **7336**

Travel Allowances and Expenses

Every District employee and trustee will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. District employees who are not exempted by another policy will be reimbursed according to the current levels established by the Board. All travel expenses must be reported on the established travel expense and voucher forms and approved by the employee's supervisor and the Superintendent or his/her designee.

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

Cross Reference:		Administrative Procedures
Legal Reference:	§ 2-18-501, MCA	Meals, lodging and transportation of persons in state service
	§ 2-18-502, MCA	Computation of meal allowance
	§ 2-18-503, MCA	Mileage - allowance

Policy History:
Adopted on:
Revised on: 11 July 2016