

**FINANCIAL MANAGEMENT**Travel Expense Reimbursement

Travel shall be approved in advance and reimbursement will be made to Board members and employees for normal expenses incurred while performing services for the District. The actual and necessary expenses of a Board member or employee incurred in the course of performing services for the District may be reimbursed in accordance with the approval and reimbursement procedures of the District. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, meals, lodging and related items that are necessary while in the conduct of official business of the District.

Adopted: September 9, 1992

Revised: February 10, 2010