Sunburst K-12 Schools 1 2 3 FINANCIAL MANAGEMENT 7336 4 5 <u>Travel Allowances and Expenses</u> 6 7 The District will reimburse employees and trustees for travel expenses while traveling outside 8 the District and engaged in official District business. District employees who are not exempted by another policy will be reimbursed according to the current [state/federal] levels pursuant to 9 10 [Montana/Federal] law. All travel expenses must be reported on the established travel expense and approved by the employee's supervisor and the Superintendent. 11 12 13 The District business office is responsible for development of procedures and forms to be used in 14 connection with travel expense claims and reimbursements. 15 16 17 Legal Reference: Meals, lodging, and transportation of persons in 18 § 2-18-501, MCA state service 19 Computation of meal allowance 20 § 2-18-502, MCA § 2-18-503, MCA Mileage – allowance 21 IRS.gov 22 23 24 Policy History: Adopted on: December 18, 2017 25 Reviewed on: 26 Revised on: 27