

1 **St. Regis School District**

2
3 **FINANCIAL MANAGEMENT**

7336

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5 Travel Allowances and Expenses

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7 The District will reimburse employees, administration, and trustees for travel expenses while
8 traveling outside the District and engaged in official District business. District employees who
9 are not exempted by another policy will be reimbursed according to the current State levels
10 pursuant to Montana law. All travel expenses must be reported on the established travel expense
11 and voucher forms and approved by the employee’s supervisor and the Superintendent. The
12 Superintendent’s travel expenses must be approved by the Trustees.

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

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17 If available, the school district vehicle will be used for all school travel.

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21	Legal Reference:	2-18-501, MCA	Meals, lodging, and transportation of persons in
22			state service
23		2-18-502, MCA	Computation of meal allowance
24		2-18-503, MCA	Mileage – allowance
25			

26 Policy History:

27 Adopted on: March 8, 2006

28 Revised on: