St. Regis School District

FINANCIAL MANAGEMENT 7336

Travel Allowances and Expenses

The District will reimburse employees, administration, and trustees for travel expenses while traveling outside 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 levels pursuant to Montana law. All travel expenses must be reported on the established travel expense and voucher forms and approved by the employee's supervisor and the Superintendent. The Superintendent's travel expenses must be approved by the Trustees.

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

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

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: March 8, 2006
Revised on: