

STAFF TRAVEL AND EXPENSE REIMBURSEMENT

Employees on official travel for the district may be reimbursed for authorized and approved travel expenses essential to the employee's duties and the transaction of official business. A completed travel request form (TR-1) must be submitted to the Superintendent's Office at least three (3) weeks prior to the initiation of any travel arrangement.

Upon completion of travel, all expenses claimed for reimbursement must be fully denoted and properly declared under the appropriate section of the expense reimbursement claim form. Receipts for expenses must be signed and attached to the claim form. An Expense Reimbursement Form must be submitted within thirty (30) days after completion of authorized travel. Reimbursement requests shall not cover periods of more than thirty-one (31) days.

The State Travel Reimbursement Act, 74 O.S., Section 500.1, sets forth the guidelines to follow for staff travel and expense reimbursement. As of January 1, 2002, the mileage rate for reimbursement is \$.365 per mile.