1	Charlo Public Sch	ool District		
2				
3	FINANCIAL MANAGEMENT			7336
4				
5	Travel Allowances and Expenses			
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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			
9	by another policy will be reimbursed according to the current State levels pursuant to Montana			
10	law. All travel expe	enses must be reported	on the established travel expense and vouche	r forms
11	and approved by the employee's supervisor and the Superintendent.			
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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.			
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18	Legal Reference:	§ 2-18-501, MCA	Meals, lodging, and transportation of perso	ons in
19			state service	
20		§ 2-18-502, MCA	Computation of meal allowance	
21		§ 2-18-503, MCA	Mileage – allowance	
22				
23	Policy History:			
24	Adopted on:			
25	Revised on:			