

1 **CJI Public Schools**

2
3 **FINANCIAL MANAGEMENT**

7336

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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 expenses must be reported on the established travel expense and approved by the
11 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.

15	16	17	18	Legal Reference:	§ 2-18-501, MCA	Meals, lodging, and transportation of persons in
			19			state service
			20		§ 2-18-502, MCA	Computation of meal allowance
			21		§ 2-18-503, MCA	Mileage – allowance
			22		IRS.gov	
			23			

24 Policy History:

25 Adopted on: 03/2005

26 Reviewed on:

27 Revised on: 03/11/14