

1 **Bainville K-12 Schools**

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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 voucher 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 persons in
19			state service
20		§ 2-18-502, MCA	Computation of meal allowance
21		§ 2-18-503, MCA	Mileage – allowance

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23 Policy History:

24 Adopted on: 2/25/08

25 Reviewed on:

26 Revised on: