

Missoula County Public Schools
Financial Management 7336
Travel Allowances and Expenses

Every District employee and Trustee will be reimbursed for travel expenses while traveling outside of 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 District business office will be responsible for the development of procedures and form to be used in connection with travel expense claims and reimbursements.

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:

Presented to PN&P Committee on March 30, 2005

First Reading April 12, 2005

Posted for Public Input May 16, 2005

Presented to PN&P Committee for second reading on June 29, 2005

Approved on: July 12, 2005