

## EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** Issued **8/16**

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Purpose: To establish the basic structure for authorizing and reimbursing expenses for board members and center employees.

The center will reimburse board members and employees for expenses incurred in approved travel for the center, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The director must approve employee travel. The reimbursement rate will be approved by the board and based on reimbursement rates for state employees.

Board members and employees must submit their expenses on official vouchers. They must document major items.

The center will pay expenses for travel at the following rates:

- automobile mileage - .445
- plane or train - coach rate
- taxi or bus - actual fare, including tip, payable upon return when accompanied by receipt
- hotel - actual rate for single accommodations; employees and board members will be responsible for paying charges above single rate
- meals - \$35 per day

The center will prepay hotel reservations at the single rate, plane or train reservations and registration fees, if requested, 10 working days in advance. The center will not provide additional advanced funding.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the center for monies not refundable.

Adopted 3/18/85; Revised 12/17/02, 8/15/16