

TEXAS SCHOOL FOR THE DEAF

**COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT**

DEE

EXPENSE REIMBURSEMENT Employees of the School engaged in official business shall be reimbursed for reasonable and allowable expenses incurred while performing duties related to their jobs when such expenditure is at the request of the employees' immediate supervisor and is approved by the Superintendent or designee.

For an authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

TRAVEL

None of the monies received under the Appropriations Act shall be spent for travel expenses unless the travel and the resulting requests for payment or reimbursement are in compliance with the conditions and limitations set out in the Appropriations Act, Government Code Chapter 660, and the rules of the Texas State Comptroller's office.

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