

TITLE: MCS Governance Board Policy DKC: Expense Authorization/Reimbursement – Travel and Per Diem Payments

LEGAL REFERENCE:

2.42.2 NMAC (2003)	Title 2 Public Finance
MCS Policy DKC	Expense Authorization/Reimbursement-Travel & Per Diem Payments

PURPOSE:

The McCurdy Charter School (MCS) Governance Board is committed to a policy which ensures that the appropriate financial processes are followed when MCS employees travel for school purposes.

POSITION:

1. The Director or Designee shall be responsible for determining under what conditions employees may travel, to where, and for what purposes.
2. Reimbursements for employee travel shall be in compliance with the New Mexico Administrative Code 2.42.2.
3. All travel and leave forms are to be filled out and approved PRIOR to any purchase orders, reservations or travel.
4. All travel reimbursements must be made in accordance with internal controls of the MCS Business Department. If the travel or leave was not approved by the Director in advance of said travel or leave, no reimbursement will be made.

The MCS Director shall promulgate procedures to implement this policy.

REVIEW:

This policy shall be reviewed in accordance with the MCS Governance Board Policy Review Process.

RESPONSIBLE OFFICE: MCS Director and Policy & Bylaws Committee Chairperson

DATE ADOPTED:



Signature

MCS Governance Board Chairperson

10/1/14
Date Signed

RELATED DOCUMENTS:

REVISIONS:

Date	Modification and why

MCS KEY WORDS OR RELATIONSHIP: 2.42.2 NMAC (2003)