



## **DKC - EXPENSE AUTHORIZATION/REIMBURSEMENT (MILEAGE AND TRAVEL)**

Employees shall be reimbursed for expenses associated with mileage and in-state and out-of-state travel incurred in the course of conducting necessary and legitimate District business that is properly authorized, reasonable and appropriately documented in accordance with administrative guidelines and procedures established by the Finance Department. The Finance Department's administrative guidelines and procedures shall conform to all applicable IRS regulations.

Adopted: September 1973

Revised: January 1975

Revised: February 1976

Revised: June 1990

Revised to conform with practice: May 22, 1995

Revised: August 11, 1997

Revised: June 28, 2004

Revised: September 27, 2004

Revised: April 14, 2014

### LEGAL REFS:

C.R.S. 22-32-110(1)(i)

C.R.S. 24-18-104(3)(d) & (e)