



TRAVEL AND SPECIAL EXPENSE REIMBURSEMENT

Dale Klitzke, General Counsel

Expense Reimbursement Policy

Policy Overview

DCT complies with statewide travel and special expense reimbursement policies set by MMB, DOA, Non-represented Employees' Compensation Plan, collective bargaining agreements, and state law.

Executive Board members may receive reimbursement in the same manner and amounts authorized under the Non-represented Employees' Compensation Plan and state law.

Purpose

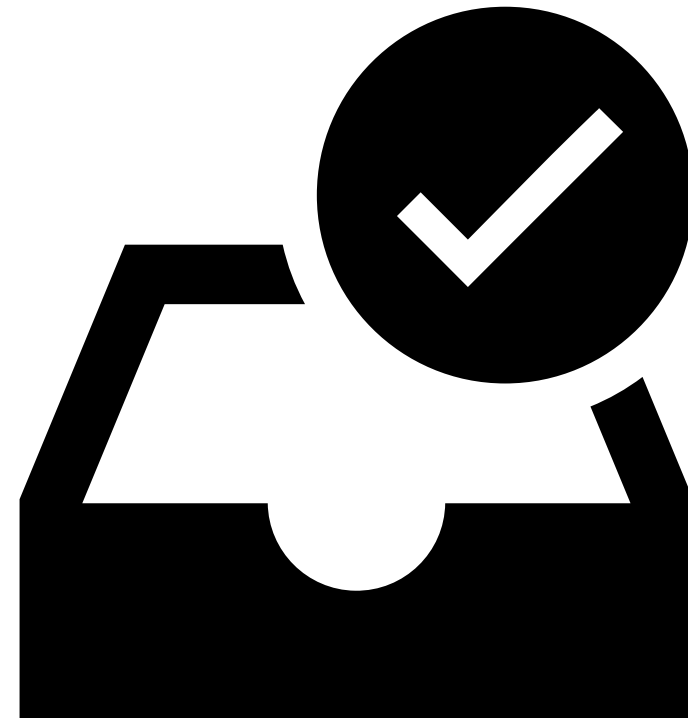
To define expenses eligible for reimbursement for the DCT Executive Board.

To ensure reimbursements comply with MMB and DOA policies, and state law.

Authorization & Submission

Executive Board may authorize reimbursement:

- **Travel expenses**
 - **Special expenses**
 - **Childcare expenses**
-
- **Submission of expenses – current process, new form to include board approval date**



Travel Expense Reimbursement

Annual Pre-Authorization

At the start of each calendar year, the Board may approve travel reimbursement for:

- Regular, special, and emergency Board meetings
- Board workgroup meetings
- Appearances before legislative or executive bodies
- Public meetings attended as Board representatives

Travel Requiring Specific Approval

On going, the Board may approve travel reimbursement for:

- Conferences, seminars, workshops, and education courses
- Meetings with outside stakeholders

Special Expenses & Childcare

Special Expenses

- Must be approved **before** incurred (except emergencies).
- Allowed: registration/tuition, agenda-included meals, eligible refreshments/meals, lodging when necessary or for approved overnight participation.
- Not allowed: private club memberships, alcohol, entertainment, Board parties, or meals/refreshments for meetings of mostly state employees (unless permitted by policy).

Childcare Expenses

- Reimbursable if incurred due to attending Board meetings.
- May be approved alongside related travel.

Thank You!

Dale Klitzke, General Counsel