**Miller County Board of Education**

**Travel Reimbursement - Overview**

All travel expenses will be paid by the employee and the employee will be reimbursed after the trip or event occurs. In order to be reimbursed for travel expenses, the travel reimbursement form provided by the Department of Audits and Accounts must be filled out accurately and completely and should be approved by the appropriate individuals. All travel ***must be submitted to the System Bookkeeper within 45 days*** ***after the trip or event occurs*** for reimbursement. Any travel submitted ***after 60 days will not be reimbursed***.