



## **State Board of Civil Legal Aid**

**Category:** Finance  
**Policy Number:** 203  
**Title:** Travel and Reimbursement Policy  
**Effective Date:** July 1, 2025  
**Revision Date(s):**

### **Travel and Reimbursement Policy**

#### **I. I. POLICY STATEMENT**

It is the policy of the State Board of Civil Legal Aid to reimburse employees for authorized travel expenses incurred in the course of official business. This policy applies to all employees.

#### **II. IMPLEMENTATION**

Implementation of this policy shall be the responsibility of the Program Administrator.

#### **III. EXECUTIVE LIMITATIONS**

In carrying out this implementation authority, the Program Administrator shall consult with the Board.