

OUT OF DISTRICT TRAVEL PROCEDURES

1. Individuals should complete the **Travel Reimbursement Request** to attend professional meetings at least 10 working days in advance of the meeting. (see attached)
2. Be sure tin include an accurate estimate of you expenses (excluding Texas sales tax). The approved amount of the reimbursement the district will pay will be based on your estimate. The approved amount of reimbursement will be listed on the form when it is returned to you indicating approval or non approval.
3. Trips taken that are initiated by the district will be reimbursed at actual cost to the individual, not to exceed the limits itemized below.
4. Individuals will make their own travel arrangements using the most economical travel available. Reimbursement for automobile will be at the approved district mileage rate of \$.4050 per mile you should take a school vehicle whenever available. *
5. You must leave for destination before 7:00 a.m. to receive breakfast allowance and arrive home after 6:00 p.m. to receive dinner allowance. No person shall claim another person's meal expense on their expense reimbursement report.
6. Employees should attempt to stay at the conference hotel since their rates are generally lower. Staff members staying at hotel within the state should complete a Hotel Occupancy Tax Exemption form at the time of check in to qualify for tax exempt status.
7. Original receipts are required on the following:
 - Registration Fees
 - Hotel
 - Airline Tickets
 - Rental Cars
 - Meals other expenses except tips (**detailed receipts are require for meal tickets**)
 - Charge slips are no considered original receipts
8. Expenses that require prepayment, such as registration fees can be made by completing a request form and forwarding to Financial Services. The request for must include the name of the staff member, the name, date and location of the conference and a description of the expense. A completed registration form and/or invoice must be attached. Advances are not given for employee meals unless they are sponsoring students and advances are not given for hotel expense.
9. After the approved travel has been completed, please submit your request for reimbursement on the request form and attach all receipts and documentation. Forward immediately to the Business Office.

If a school vehicle is available, you will not be reimbursed for your mileage. If a vehicle is not available and more than one person is attending, only one person will receive mileage. If you take your own vehicle only for you own convenience, you will not be reimbursed.

10. Meals: The limited amount paid is an aggregate of the amounts due. Tips of \$2.00 per meal can be claimed without receipts.
 - Breakfast \$10.00
 - Lunch \$12.00
 - Dinner \$14.00