

Aransas Pass ISD Travel Guidelines

General

Travel must be approved by campus/district administration prior to occurring. Registration fees should be paid in advance and hotel reservations should be made with arrangements to hand-carry or have a school check mailed in advance of the stay. When possible, district vehicles should be used for travel. In accordance with state and federal guidelines, when multiple employees from a district are attending the same function, only one out of four employees may be reimbursed for mileage. The district shall allow for an equal distribution of the mileage allotment among the travelers if they opt to drive separately. Additionally, when possible, double occupancy in hotels should be arranged.

Travel Voucher Form

Purpose of Travel

Please include the name of the conference or workshop here.

Mileage

The district pays for mileage from your campus to the conference and back. Leave time and return time will determine which meals are eligible for reimbursement. The current reimbursement rate is \$0.655 per mile. The district requires electronic mapping (i.e. Google Maps, Mapquest) to document mileage reimbursements. A printout with the mileage from the point of origin (home or district address) to the point of destination shall be printed and attached to the travel voucher as supporting documentation.

Airfare and Car Rental

Airfare and Car Rental will rarely be put on this form because those should be arranged separately in advance.

Meals

Meals are reimbursed with receipts only and do not include sales tax, alcohol purchases, delivery fees or room service fees. For full-day travel, reimbursement maximum is \$36, but can be any combination of meals up to \$36. Reasonable tips will be reimbursed under Miscellaneous up to the meal or day maximum reimbursement.

Breakfast - \$10; Lunch - \$12; Dinner - \$14

Allowable meals are meals that are considered necessary due to the time of day the travel occurs. The traveler is unable to eat at home.

Example #1: Employee leaves campus at 2:00 p.m. for a conference/workshop, only dinner will be considered a reimbursable expense at a maximum reimbursement rate of \$14. Sales tax, alcohol purchases, delivery fees and room service fees will not be reimbursed.

Example #2: Employee leaves campus at 10:00 a.m. for a conference/workshop, lunch and dinner will be considered reimbursable expenses at a maximum reimbursement rate of \$26, regardless of meal total and not including sales tax, alcohol purchases, delivery fees, and room services fees.

TRAVEL / EXPENSE VOUCHER

Name: _____ Account Code: _____
(Do NOT Include Expenses for Others)

MILEAGE: The District pays mileage according to Google Maps.

Purpose of Travel: _____

Departed: _____
Campus Date & Time Meeting/City Mileage

Returned: _____
Meeting/City Date & Time Campus Mileage

Total Personal Car Mileage: _____ X .67 = _____

Airfare: (Lowest available airfare) Receipt Required: _____

Car Rental: (Not allowable unless it is more economical than a taxi to/from airport and meetings. Do not include charge for PAI-Personal Accident Insurance or PEC-Personal Effects Coverage.) Receipt Required: _____

Parking: Receipt Required: _____

Miscellaneous: (Itemize and attach receipts - registration fees, taxi fares, etc.) Receipts Required: _____

TOTAL COST OF TRANSPORTATION: _____

MEALS: Receipts Required - No Alcoholic Beverages will be reimbursed.

Allowance: Breakfast - \$10.00
Lunch - \$12.00 } OR combinations of not to exceed \$36.00 per day.
Dinner - \$14.00

Date: _____ , _____ , _____

Date: _____ , _____ , _____

Date: _____ , _____ , _____

Date: _____ , _____ , _____

Date: _____ , _____ , _____

TOTAL MEALS: _____

LODGING: (The District should have cut a separate check for hotel accommodations; however, if you paid for your own, attach your hotel receipt. The District is exempt from paying state tax and will not reimburse for it.) _____

TOTAL AMOUNT OF EXPENSE VOUCHER: _____

Certification: I hereby certify that the expenditures shown above are true and correct to the best of my knowledge and belief, and that these expenditures were incurred solely for the purpose shown above.

Requestor's Signature: _____

Supervisor's Approval: _____

Business Manager's Approval: _____