

Sonora Independent School District Travel Guidelines

Employee Travel Reimbursement

Reimbursement for travel expenses incurred by all school district employees shall be requested at least monthly by submitting an approved travel settlement form to the campus secretary. The form is available on the school website.

All charges other than mileage, meals or toll fees must be validated by a receipt attached to the travel settlement form. Estimated expenses for travel are unallowable. Meals included as a part of registrations fees are not reimbursed by the school district. Complimentary meals should not be claimed as reimbursable expenses.

Meals

Although receipts for meals are not required, the employee's signature on their travel voucher indicates the amounts claimed for meal reimbursement are the lesser of the actual amounts expended or the allowable amounts for meals per school district guidelines. The maximum amount should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

Eligibility for meal reimbursements is based on time of departure and return not to exceed the following maximum amounts:

- ❖ Breakfast (leave before 6:30 a.m.) \$8
- ❖ Lunch (out of town during the noon hour) \$10
- ❖ Dinner (arrive back in Sonora after 6:30 p.m.) \$18

Student Meals shall be based on the following maximum amounts:

- ❖ Breakfast (leave before 6:30 a.m.) \$7
- ❖ Lunch (out of town during the noon hour) \$9
- ❖ Dinner (arrive back in Sonora after 6:30 p.m.) \$10

Clarifications Regarding Travel

1. The amount advanced should be accounted for by day. The total that may be spent for each particular day depends on the time of departure/return. If your departure time qualifies you for lunch and dinner on the first day, you are allowed to spend a total of \$28.00 that day. The district allows your discretion in how that amount is divided for meals, i.e. you may spend the entire \$28.00 on dinner but you will not be allowed any expense for lunch that day. If you are gone all day and receive \$36.00, again, your discretion is allowed in allocating the money between meals, but any amount spent over \$36.00 will not be reimbursed.
2. Credit card receipts showing totals only are not allowed. Itemized receipts are required.

District, Personal or Commercial Transportation

Use of a district-owned vehicle is the preferred method of transportation. A request for a vehicle shall be submitted on a Vehicle Request Form at least ten (10) days prior to travel. The campus secretary shall email the request to the transportation department (busbarn@sonoraisd.net) and a follow-up email or phone call should be made 48 hours prior to travel. Fuel receipts, if any, shall be submitted with the travel settlement form.

Use of personal car—If a district-owned vehicle is unavailable, mileage at the rate established by the Texas Comptroller of Public Accounts as of September 1 of the current school year will be reimbursed. No receipts are required for fuel or other costs if a personal car is used.

Actual cost of commercial transportation (lowest coach fare), plus parking and necessary taxi fares shall be reimbursed. Receipts shall be presented for reimbursement.

Lodging

In-State or Out-of-State Lodging

Refer to the GSA's federal Domestic Maximum Per Diem Rates, effective Oct. 1, 2014.

If the city is not listed, but the county is listed, use the rate of the county.

For areas not listed (city or county), the rates are:

- Lodging In-State: up to \$85
- Lodging Out-of-State: up to \$83

Lodging must be verified by a receipt.

Advancement for lodging may be requested if students are traveling or if employees will stay in a hotel more than two nights.

Lodging costs are exempt from state tax. You must submit a "Texas Hotel Occupancy Tax Exemption Certificate" to the hotel at check-in. State tax will not be reimbursed.

When employees share a room, each person must have a copy of the receipt and note their cost share and the person with whom they shared the room on the receipt. If an employee is accompanied by a spouse not entitled to reimbursement on an overnight trip, reimbursement will be made for the single rate only.

Out-of-State Travel

All out-of-state travel must be approved by the supervisor and superintendent prior to travel.

Non-Allowable Travel Expenses

- Alcoholic drinks or beverages
- Tips and gratuities
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances)