

SONORA INDEPENDENT SCHOOL DISTRICT
TRAVEL GUIDELINES
Revised 3/2024

The Travel Request Form authorizes travel and the related estimated travel expenses. Requests for advancement of funds must be received in the administration office at least ten (10) days prior to the date funds are required. Upon return from travel a Travel Settlement Form must be completed and receipts and money (if applicable) must be submitted to the district administrative office within ten (10) days of the traveler's return. If the Travel Settlement Form is not filed within the ten (10) day deadline or if receipts do not add up to the amount reported, the "unaccounted" for funds will be added as a taxable income benefit to the employee's gross wages through the payroll department.

Reasonable Travel Expenses

- 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 by completing a Vehicle Request Form in Eduphoria at Formspace at least five (5) days prior to travel. 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.
 - 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 advanced or 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 and/or settlement of advanced travel funds.

- Lodging—\$85/night plus appropriate taxes shall be advanced/reimbursed. Rates above \$85 must be approved by the superintendent prior to trip. State taxes within Texas are not allowable expenses since SISD is exempt from state taxes. It is an employee's responsibility to present a Hotel Occupancy Tax Exemption form to the hotel, or be personally liable for the assessed taxes. Receipts shall be presented for reimbursement and/or settlement of advanced travel funds.

- Meals—**Only meals for overnight trips will be reimbursed.** An employee must claim the actual expenses incurred for meals not to exceed the maximum allowable rate of \$38. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. Reimbursements up to a maximum of \$38 per day will be paid and advancements will be based on this rate. No snacks, drinks, vending, or other non-meals will be reimbursed. Advancements and allowable expenses for the first and last travel day shall be based on the following departure/return times:
 - ❖ Breakfast (leave before 6:00 a.m.) \$8
 - ❖ Lunch (leave before 11:00 a.m. and return after 5:00 p.m.) \$12
 - ❖ Dinner (arrive back in Sonora after 8:00 p.m.) \$18

Itemized receipts are required for student meals or a Student Meal Allowance Form shall be submitted.

- Tips may be included for all reasonable expenses—no receipts required. Tips on meals are limited to 20% and are included in the \$38 dollar per day limit. Hotel, taxi and other tips are limited to no more than \$5 per day.

Non-Allowable Travel Expenses

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