

**COMPENSATION AND BENEFITS:  
EXPENSE REIMBURSEMENT**

**DEE(R)  
REGULATION**

**EMPLOYEE  
RESPONSIBILITY**

The employee must complete all necessary paperwork to have travel approved at least thirty calendar days prior to the requested travel. The Travel Worksheet must be submitted to the Department Head/Campus Administrator at least thirty calendar days prior to requested travel. **Copies of conference materials must accompany the Travel Worksheet.** Budget managers will be responsible for working with employees to insure that this requirement is met.

Each district employee who is authorized to travel assumes, with the acceptance of that authorization, a direct responsibility to limit travel claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Planning of district travel should take into consideration the most economical means of accomplishing the authorized mission. This planning should include consideration of the use of personal car, common carrier (airline, bus, etc.), sharing rides with other employees, and similar alternatives.

**EXPENSES  
INCURRED DUE TO  
PERSONAL  
PREFERENCE**

There is no intent on the part of the District to dictate the means of travel, type of eating establishment or type of lodging, but only an attempt to limit the amount of reimbursable expense incurred by the District. Should an employee choose for personal reasons to travel by a more expensive means, to seek more expensive housing, or to exceed approved reimbursement amounts, that additional expense will not be reimbursed by the District.

**ADMINISTRATOR  
RESPONSIBILITY**

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board policy.

**NON-  
REIMBURSABLE  
EXPENSE**

Travel from the home of the employee to school or place of official business and travel back to the employee's home.

Travel incurred during an employee's vacation period.

Travel to participate in meetings of civic or social associations.

Travel not elsewhere described as a reimbursable purpose.

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**LODGING**

The district will pay \$80.00 per person per night for lodging or actual cost, whichever is less. Employees should consider staying at the conference hotel since those rates are generally the best. **If conference lodging or other lodging exceeds the approved rate, the employee must pay the overage unless the employee has received both the supervisor's approval and the approval of the Business office to exceed the standard lodging rate.**

The Business Office will provide the employee with a State Tax Exemption Certificate to complete and present to the hotel or motel upon check-in. The District is not required to pay Texas State Tax; however, the District is required to pay city tax.

**MEALS**

The district will allow up to \$30.00 per day for meals for travel involving an overnight stay. This meal allowance will be paid on a per diem basis. Individual receipts will not be necessary. If away for a portion of a day, the allowance will be based on the following :

Breakfast, \$ 7.00; Lunch, \$ 8.00; and Dinner, \$15.00

To claim payment for breakfast, the employee must depart before 7 a.m. To receive payment for lunch, the employee must be traveling between noon and 2 p.m. In order to receive payment for dinner the employee must be required to arrive home after 7 p.m.

In order for a meal to be reimbursed when the travel does not involve an overnight stay, it must be documented as a working business meal and approved by the employee's supervisor. The receipt must show the restaurant name, date, persons eating the meal and business purpose of the meeting. If more than one meal is on the receipt, the cost of the employee meal must be clearly indicated.

**REGISTRATION  
FEES**

Registration fees will be reimbursed when the employee submits a "paid" bill or receipt from the meeting sponsor. Registration shall not include membership fees in a professional organization. These fees may be paid directly to the sponsor by the District if the employee requests. Requests for prepayment must be made in a timely manner. Close attention should be given to the district check run schedule as special check runs will not be made to accommodate travel expenses and/or advances.

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**PERSONAL OR  
PRIVATE VEHICLE**

Travel by personal or private vehicle outside the district shall be reimbursed at \$0.35 per mile. Mileage claims shall be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted.

Official state mileage charts will be used to determine mileage allowance. A copy of the calculation from the Comptroller's Mileage Guide must be attached to the request for reimbursement. The web address for the State of Texas Mileage Guide is <http://www.cpa.state.tx.us/comptrol/texastra.html>.

Employee must furnish evidence of insurance to the District when using personal or private vehicle.

When two or more employees travel in a single private conveyance, only one shall receive a transportation allowance.

When two, three, or four employees of the District with the same itinerary on the same dates are required to travel for the same purpose for which travel reimbursement for personal mileage in a personal car is claimed, mileage reimbursement shall be claimed and allowed for only one of the employees except as provided hereafter. If more than four employees attend such a meeting or conference in more than one car, full mileage reimbursement shall be allowed for one car for each four employees. If, in any instance, it is not feasible for these employees to travel in the same car, then prior official approval shall be obtained and shall be considered as authorization and as the basis for reimbursement for travel for each person authorized to use his or her personal car in such travel.

An employee who drives a car to a meeting and is required to pay a parking fee for the automobile shall be reimbursed provided a receipt is submitted with the employee's expense account form.

**COMMON CARRIER**

Employees may choose to use a common carrier such as an airline, train or bus with proper approvals from both the supervisor and the business office. Requests should include documentation including all expense to be incurred (including taxi, shuttles, etc.) and supporting the fact that this means of travel has been determined to be the most economical for the district.

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**ADVANCE TRAVEL  
FUNDS**

Travel funds may be advanced for all eligible expenses. The request for these advance payments must be processed through the District's Business Office and must be submitted in time to be run on a regular check run.

Close attention should be given to the District check run schedule as special check runs will not be made to accommodate travel expenses and/or advances.

Travel funds will not be advanced for amounts less than \$50.00.

**EXPENSE  
REPORTS**

**Expense Reports are due only on purchase orders and checks made payable to an individual employee.** (Purchase orders and checks payable to other vendors such as hotels or organizations for registration fees require only a receipt to be returned to the Business Office with the purchase order number clearly indicated.)

**EXPENSE REPORTS MUST BE SUBMITTED TO THE BUSINESS OFFICE NO LATER THAN 7 DAYS AFTER THE TRAVEL.**

All bills and receipts must be attached to the Gilmer ISD Expense Report and must be submitted to the administrator who approved the travel request. After reviewing the expense report and indicating approval of expenses by signing the report, the administrator will forward the form to the Business Office. The reimbursement check will be processed during the next regular check run.

If the travel form and receipts are not accurately and timely submitted upon return from the travel the District will not advance the employee funds for any additional travel during the remainder of the year.

**GROUPS OF 8 OR  
MORE**

Groups involving eight or more employees may use special group requests for travel advances and travel expense reports. For full information, please contact the Business Office.