

TRAVEL REIMBURSEMENT FORM (Out of District)

Edna Independent School District

601 N. Wells Street

Edna, Texas 77957

(361)782-3573 - (361)781-1002 Fax

Employee: _____

Campus: _____ Date: _____

Schedule A needs to be completed in its entirety for reimbursement of Schedule B,C, or D even if mileage is not being reimbursed.

Schedule A - Mileage

TRIP 1	Destination:			Total Mileage Expense
	Purpose:	Roundtrip	Mileage	
	Date & Time of Departure:	Miles	Rate	
	Date & Time of Return:		x 0.65 \$	

TRIP 2	Destination:			Total Mileage Expense
	Purpose:	Roundtrip	Mileage	
	Date & Time of Departure:	Miles	Rate	
	Date & Time of Return:		x 0.65 \$	

TRIP 3	Destination:			Total Mileage Expense
	Purpose:	Roundtrip	Mileage	
	Date & Time of Departure:	Miles	Rate	
	Date & Time of Return:		x 0.65 \$	

Schedule C - Meals *

	Leave District:	Return to District:	Breakfast	Lunch	Dinner	Total Meal
Date	Time of Day	Time of Day	Amt.	Amt.	Amt.	Expense
						\$
						\$
						\$
						\$
						\$
						\$
						\$
TOTAL SCHEDULE C						\$

Schedule B - Lodging

TRIP 1	Name & Location of Hotel:		Total Lodging Expense
	Check In Date:	Cost/Day	
	Check Out Date:	\$ \$	

TRIP 2	Name & Location of Hotel:		Total Lodging Expense
	Check In Date:	Cost/Day	
	Check Out Date:	\$ \$	

TRIP 3	Name & Location of Hotel:		Total Lodging Expense
	Check In Date:	Cost/Day	
	Check Out Date:	\$ \$	

Schedule D - Other Expenses

	(Please document reason for expense) (i.e. parking, registration fees, etc.)	TOTAL OTHER EXP
Date		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL SCHEDULE D		\$

Total Expenses for Schedule A, B, C, & D	\$
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Less Travel Advance for Lodging (\$)

Total Claim Due to Employee \$

ACCOUNT CODE TO BE CHARGED

SIGNATURE OF EMPLOYEE DATE

SIGNATURE OF PRINCIPAL/SUPERVISOR DATE

FEDERAL PROGRAM APPROVAL DATE

BUSINESS OFFICE APPROVAL DATE

Schedule A - Mileage

Mileage will be reimbursed at a rate of \$.65 (65 cents) per mile when an employee uses his/her vehicle for school business.

Schedule B - Lodging

Receipts for Lodging

Lodging receipts must be submitted for reimbursement.

The district will not reimburse state tax. *It will be the employee's responsibility to submit a tax exempt form when checking in at a commercial lodging establishment.*

These tax exemption certificates are available on each Campus and should be obtained from the principal's office.

Rate of Reimbursement

Actual expense not to exceed \$125 per night. There are hotels and motels that will give you the state rate provided it is requested. The reimbursement limit applies without carry over from one day to another. For example, if an employee incurs a lodging expense of \$85 on day 1 of a trip, and \$140 on day 2 of that trip, only \$210 of those expenses are reimbursable.

Lodging Rates Beyond the \$125 Limit Paid with Local Funds

Reimbursement may exceed the \$125 limit per day, when employees must stay alone or are staying at conference hotel. Any amount beyond the \$125 per day limit must be approved in advance by the Superintendent or Business Manager.

Schedule C – Meals

Meal Receipts

Itemized meal receipts must be submitted for reimbursement. A total of \$59.00 will be allowed per day.

Alcohol **cannot** appear on any receipt that is presented for reimbursement. If receipt is presented with alcohol (even if it is marked out), that receipt will be denied.

Daily Reimbursement Rate for Meals

Meals are reimbursed at a maximum rate of \$59 per day, if you are gone a full day and leave before 7 a.m. and return after 7 p.m. Reimbursement is made only when official school business requires the employee to be away a minimum of four (4) hours. Only qualified meals will be reimbursed. **Itemized receipts are required.**

Meal Rates and Partial Day Maximums -

Full Day: \$59.00 Per Day

Partial Day: Breakfast - \$15.00 Lunch - \$18.00 Dinner - \$26.00

If employee leaves before 7 am, returns after 1 pm and before 7 pm
Employee is entitled to breakfast and lunch.

Itemized receipts are required.

If employee leaves before 10 am and returns after 7 pm

Employee is entitled to lunch and dinner.

Itemized receipts are required.

If employee leaves before 7 am and returns after 7 pm

Employee is entitled to breakfast, lunch, and dinner.

Itemized receipts are required.

If employee leaves after 12 noon and returns after 7 pm

Employee is entitled to dinner only.

Itemized receipt is required.

If employee leaves after 7 am and returns before 7 pm

Employee is entitled to lunch only.

Itemized receipt is required.

Schedule D – Other Expenses

Other travel expenditures such as parking fees, registration fees may be submitted for reimbursement. Itemized receipt(s) required.

ALL REQUESTS FOR REIMBURSEMENT MUST BE SUBMITTED WITHIN 30 DAYS AFTER THE EVENT TO THE BUSINESS OFFICE. REIMBURSEMENT CHECKS WILL BE WRITTEN ON THE NEXT ACCOUNTS PAYABLE CHECK RUN DATE PROVIDED ALL INFORMATION IS INCLUDED ON THE REIMBURSEMENT FORM AND THE REQUEST IS SIGNED. **RECEIPTS MUST BE PROVIDED AND RECEIPTS MUST SHOW ITEMS PURCHASED, NOT JUST A TOTAL.** AUGUST REIMBURSEMENTS NEED TO BE SUBMITTED TO THE BUSINESS OFFICE BY THE END OF AUGUST TO BE PROPERLY CODED.