

2022 - 2023 LISD OUT-OF-DISTRICT TRAVEL PROCEDURES

GENERAL:

1. All individuals should complete and sign a 'new travel form' which is requesting PERMISSION to attend a professional meeting/conference (event) at least 3 weeks in advance of the meeting.
2. Advance funds will not be issued for anticipated expenses of less than \$50.00; however, permission must be obtained prior to travel.
3. Be sure to include an accurate estimate of your expenses (excluding Texas sales tax). The approved mileage, which the district will pay, will be based on a "search engine" such as Mapquest, Yahoo, Rand McNally, etc. The mileage on the back of the travel form is from www.maps.randmcnally.com. **If you use any other source, it must be attached to your travel form/Skyward requisition.** LISD has an agreement with Enterprise Rental Car. Always compare your mileage reimbursement estimate to the cost of renting to determine which the most economical way to travel is. The rental rate for a standard vehicle is \$37.00 /day. Other rates may be obtained from Cynthia Gates, ext. 2298.
4. After the approved travel has been **completed**, each individual must return the **original travel form, completed & signed on the front and back**, along with proper documents; (**hotel receipts, parking receipts, proof of attendance, etc.**) to the Business Office. Sales tax will NOT be reimbursed. Sales tax exemption forms and hotel tax exemption forms are available in the Business Office.
5. **If the travel form and receipts are not timely (within 10 business days) and accurately submitted upon return from the trip, any sum not substantiated by a receipt will be deducted from the employee's next regularly scheduled paycheck. Additionally, the employee may be unable to receive advanced funds for the remainder of the year.**

LIMITS ON REIMBURSEMENT:

1. **TRAVEL:** Individuals will make their own travel arrangements using the most economical travel available. Round trips in excess of 500 miles will be reimbursed at the cost of air coach travel or mileage, whichever is less. (**This includes all costs involved with 'travel', i.e. rental car, mileage to the airport, cab fares, hotel expense due to driving vs. flying, and meals for the same reason**). Reimbursement for automobile usage will be **\$0.625 cents per mile for 2022-2023, subject to review at a later time.** This reimbursement will only apply to the number of vehicles required to meet a **4person per car ratio**. The district has an agreement with Enterprise Rental Car for discounted rates. Substantial savings to the District may be realized when renting through Enterprise, rather than asking for mileage reimbursement. Please contact Cynthia Gates in the Business Office at ext. 2298 for reservation information. An LISD fuel card **must** be obtained for fuel purchases when automobiles are rented. The LISD fuel cards save the district money by removing the tax on the fuel when billed. Contact Amanda Parker at ext. 2365 or Cynthia Gates at ext. 2298 to reserve a fuel card.
2. **MEALS:** Maximum meal reimbursement will be **\$54.00** per day. Allowable reimbursement rates are as follows: **\$14 for breakfast; \$16 for lunch, and \$24 for dinner.** Each person must list the **actual** amount spent daily. Breakfast allowance may be claimed if you depart for your destination prior to 7:00 a.m., and lunch allowance may be claimed if departing before noon. Dinner allowance may be claimed if you arrive home after 7 p.m. **No person shall claim meals provided at the hotel/event.** No person shall claim another person's meal expense on his or her expense reimbursement report. The district will not reimburse for employees' meals for one-day events/training.

✚ **Student meals will be \$10.00 per meal.** If the employee(s) is traveling with students the district will allow reimbursement of the employee's meal for the day's traveling with students. Student groups advancing beyond the local level of competition are eligible for the adult per diem.

3. **LODGING:** Maximum lodging is **\$100.00 per night** per employee or the Comptroller's approved hotel rate for the designated metropolitan areas, **excluding Texas Hotel Occupancy Tax.** When making hotel reservations; be sure to **ask for 'The State Rate'** as this should allow for a discount. Employees staying at hotels should complete a Hotel Occupancy Tax Exemption form (attached to travel advance check) at the time of check-in in order to qualify for tax-exempt status.

A Sales Tax Exemption form should be used to remove sales tax charges on the bill. ****Neither sales tax nor occupancy tax will be reimbursed by the district.****

- ✚ When the 1st session begins before noon, the district will allow the employee to travel the day before authorizing an overnight stay for the approved conference.
- ✚ The 1st session begins after (12 p.m.) the district will not reimburse for an overnight stay prior to the start of the conference.
- ✚ If the conference ends after 2 p.m., the district will allow for overnight stays if a location is within 175 miles or more.
- ✚ When the conference is within 174 miles, the employee(s) will be required to return at the end of the day. (Refer to Employee Handbook –Employee Reimbursement)

4. **MISCELLANEOUS:** **Original itemized receipts are required for miscellaneous expenses. These expenses will not be advanced.** Miscellaneous expenses include the following: (Registration Fees, Cab Fare/Uber/Parking (4 people/car applies) Toll Booth Fees, and Business Related phone calls/faxes.