

## 2019 - 20 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](http://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. 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 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 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 airport, cab fares, hotel expense due to driving vs. flying, meals for same reason).** Reimbursement for automobile usage will be at the mileage rate of **fifty-five cents (\$0.55) per mile or the State rate, whichever is less.** This reimbursement will only apply to the number of vehicles required to meet a **four person 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 **\$33.00** per day. Allowable reimbursement rates are as follows: **\$8, breakfast; \$10, lunch; \$15, dinner.** Each person must list the **actual** amount spent daily. You must be **required** to leave for your destination before 7:00 a.m. to receive the breakfast allowance. You must be **required** to leave prior to 12:00 noon to receive the lunch allowance. You must be **required** to arrive home after 7:00 p.m. to receive the dinner allowance. **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. (When traveling with students – **student meal will be \$6.00 per meal**, unless it is for state or national meets).
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.\*\****
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)                      Airline Tickets                      Toll Booth Fees  
Business related phone calls/faxes