

Sonora Independent School District Travel Guidelines

Employee Travel Reimbursement

Reimbursement for travel expenses incurred by all school district employees shall be requested at least monthly by submitting an approved travel settlement form to the campus secretary. The form is available on the school website.

All charges other than mileage, meals or toll fees must be validated by a receipt attached to the travel settlement form. Estimated expenses for travel are unallowable. Meals included as a part of registrations fees are not reimbursed by the school district. Complimentary meals should not be claimed as reimbursable expenses.

Meals

Although receipts for meals are not required, the employee's signature on their travel voucher indicates the amounts claimed for meal reimbursement are the lesser of the actual amounts expended or the allowable amounts for meals per school district guidelines. The maximum amount should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

Eligibility for meal reimbursements is based on time of departure and return not to exceed the following maximum amounts:

- ❖ Breakfast (leave before 6:30 a.m.) \$8
- ❖ Lunch (out of town during the noon hour) \$10
- ❖ Dinner (arrive back in Sonora after 6:30 p.m.) \$18

Student Meals shall be based on the following maximum amounts:

- ❖ Breakfast (leave before 6:30 a.m.) \$7
- ❖ Lunch (out of town during the noon hour) \$9
- ❖ Dinner (arrive back in Sonora after 6:30 p.m.) \$10

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 on a Vehicle Request Form at least ten (10) days prior to travel. The campus secretary shall email the request to the transportation department (busbarn@sonoraisd.net) and 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 form.

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 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.

Lodging

Lodging will be reimbursed on the basis of actual charges up to \$85 per night and must be verified by a receipt. Lodging costs in excess of \$85 must have prior written approval from the supervisor and superintendent.

Advancement for lodging may be requested if students are traveling or if employees will stay in a hotel more than two nights.

Lodging costs are exempt from state tax. You must submit a "Texas Hotel Occupancy Tax Exemption Certificate" to the hotel at check-in. State tax will not be reimbursed.

When employees share a room, each person must have a copy of the receipt and note their cost share and the person with whom they shared the room on the receipt. If an employee is accompanied by a spouse not entitled to reimbursement on an overnight trip, reimbursement will be made for the single rate only.

Out-of-State Travel

Employees who travel outside Texas but within the continental U.S. shall be reimbursed for the actual cost of lodging and meals. Reimbursements may not exceed the maximum meals and lodging rate based on the Domestic Maximum Per Diem Rate Schedule on the State Comptroller's website. All out-of-state travel must be approved by the supervisor and superintendent prior to travel.

Non-Allowable Travel Expenses

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