

**NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT
OUT-OF-DISTRICT TRAVEL REIMBURSEMENT REQUEST**

Please check one: REIMBURSEMENT Request ADVANCE Request

Person Requesting Reimbursement _____ Social Security Number _____ School/Department _____ Date _____

Send check to: School Home Address _____
Address _____ City _____ Zip _____

Name of Conference/Activity: _____ Destination: _____

Date(s): Depart Date: _____ Time: _____ Return Date: _____ Time: _____

Purpose: _____

DESCRIPTION OF EXPENDITURES (Include meals, lodging*, transportation*, registration, etc.)	AMOUNT PAID BY EMPLOYEE
Meals:	
Lodging:	
Incidental(s):	
Mileage: _____ miles @ \$.55 per mile =	
Transportation by Public Conveyance:	
*Receipt Required SEE REVERSE FOR ASSISTANCE TOTAL:	
TOTAL:	
ACCOUNT NO: _____ Amount of Advance:	
_____ Due District _____ Due Employee	

I certify the expenditures claimed were made for official District business. I understand that I must submit an accounting of my trip to the Business Office, including required receipts, within ten (10) days of the return date noted above. I also understand that failure to do so may result in the any advance I received being deducted from my payroll check and possible disciplinary action

Employee Signature: _____

Approved by: _____	Date: _____
_____	Date: _____
Finance approval: _____	Date: _____
Processed/Date: _____	By: _____

GUIDELINES FOR OUT-OF-DISTRICT TRAVEL REIMBURSEMENT

The guidelines below are intended to assist the preparer and do not constitute the complete Board policy or Administrative Regulation related to travel expenses reimbursable by the District. It is the employee's responsibility to comply with Board Policy DEE (Local), Compensation and Benefits and Administrative Regulation DEE – R.

MEALS: How to calculate meal allowance:

Eligibility: Must be outside the City of New Braunfels overnight. **There is no meal allowance for day travel.**

Per Diem Rate - Effective Sept 1, 2005 - \$36 per day or as set out in State of Texas Travel Allowance Guide.
Partial Per Diem (When traveling for part of one day)

- Dinner: 50% of per diem – leaving before or returning after 5:00 p.m. - \$18.00
- Lunch: 30% of per diem – leaving before 11:30 a.m. or returning after 12:30 p.m. - \$10.80
- Breakfast: 20% of per diem – leaving before or returning after 8:00 a.m. - \$7.20

Receipts are NOT required for meals. Amount may not exceed actual expense.

LODGING: Receipts required for lodging. Amount may not exceed actual expense. Overnight stay authorized only if traveling over 50 miles or special business reason approved by Assistant Superintendent.

INCIDENTAL EXPENSES: Limited to \$10 per day without receipt.

Expenses, for which a District employee is entitled to be reimbursed, if they are incurred for official District business reasons, include but are not limited to: Reason for incidental expense must be documented.

1. Gasoline charges for motor vehicles rented or leased by the District
2. Toll charges if reimbursable under this policy
3. Copying charges
4. Freight or postage charges for District equipment or materials
5. Books or documents purchased for and while attending a seminar or conference
6. Service charges for loading and unloading District equipment
7. Facsimile charges
8. Parking
9. Tips and gratuities (excluding meals)

MILEAGE: Effective January 1, 2009, the mileage rate is \$.55

1. Reimbursement may not exceed the product of the number of miles traveled times the applicable mileage rate.
2. Miles are limited to the most cost-effective route.
3. Coordination of travel is required (one car per 4 persons traveling).

TRAVEL BY PUBLIC CONVEYANCE:

Any transportation that is provided by a commercial transportation company.

SPECIAL NOTE:

The rates given on this form are subject to change, based on the State of Texas Travel Allowance Guide.