

Fruitvale ISD Travel Policy

Adopted 12/14/2009
(Revised 7/2014)

Travel to workshops must be requested on appropriate form and approved by Campus Principal, Curriculum Director and Superintendent.

After approval is obtained requisitions must be submitted through the TxEIS system for any expenses (prior to registration) that will be incurred because of the workshop (ie. registration fee, meals, lodging, etc.).

Transportation:

Employees may request a school vehicle by completing a transportation request form (on the district's webpage). This form must be submitted to Wayne Clark electronically. If a school vehicle is unavailable then mileage reimbursement will be made at a rate of .50 per mile. Mileage will not be paid unless a school vehicle was not available. You must attach a copy of the form or email from Wayne Clark letting you know that a vehicle was not available to your requisition. If this is not attached you will not be reimbursed for your mileage. Mileage will be calculated using an online mapping service such as MapQuest (city to city).

Coordination of travel is encouraged for those traveling to the same event on the same date with the same itinerary. Only one person out of a group of four may be reimbursed for mileage.

Meals:

Meals will be reimbursed for overnight travel only. Travel that does not require an overnight stay will not be eligible for meal reimbursement. The maximum reimbursement rate for meals is \$30.00 per day. Per board policy, receipts are required. Receipts must be originals (not copies) and official, not handwritten notes. Reimbursement will not be made unless receipts are turned in within 5 days following your return. Tips may be included with your meals, but they cannot exceed 15% of meal. A breakdown of this daily rate is:

Breakfast \$ 7.00
Lunch \$ 8.00
Dinner \$15.00

If you request an advance payment of meal money and it is approved. Receipts must be turned in within 5 days following the trip. If receipts do not total the amount of the advance, remainder of funds must be returned to the administration office.

Lodging:

Beginning January 1, 2010, lodging will be paid at a maximum rate in accordance with the U.S. General Services Administration Domestic Per Diem Rates (not including taxes). A copy of these rates can be found on the district website under Administration – Employee Forms and Information. The district will pay for room expenses only. Checks will be issued to the hotel only unless the employee chooses to be reimbursed upon returning (receipt must be provided). The district is not subject to state taxes. You must take a Texas Hotel Occupancy Tax Exemption Certificate with you.

Every effort should be made to find reasonable rates as the district is subject to the state rate for hotel expenses. When making a reservation: Advise the selected hotel that you are eligible

for the state rate. If for any reason you are unable to locate a room at the state rate or below you must obtain special approval from the Superintendent prior to making a reservation. If more than one employee is attending the same meeting, training, etc., a hotel room will be shared by two employees of the same sex.

Other Misc:

Full reimbursement will be made for reasonable expenses as approved by the Superintendent, (e.g. parking). Receipts must be provided.