

TRAVEL EXPENSE REPORT RULES FOR EMPLOYEES OF THE PALACIOS INDEPENDENT SCHOOL DISTRICT

Guidelines for expenses are detailed in policy DEE

1. All expenses, except meals, must have itemized receipts.

1. a) No receipts required for meals unless federal funds are being used to pay for travel.

2. Meals: All meal per diem rates based on GSA.gov. You MUST have proof of attendance.

2. a) Proof of attendance may be a badge or certificate of completion.
2. b) Breakfast will ONLY be paid if departure is prior to 7:00am.
2. c) Lunch will ONLY be paid if travel is over 4 hours long.
2. d) Dinner will ONLY be paid if return is after 6:00pm.

3. Lodging Rates: Maximum amount allowed for state employees as determined by GSA.com

3. a) Rooms will be shared when practical except when other arrangements are approved by the Superintendent.
3. b) Hotel rooms reserved for a conference that are above the GSA rate are approved if reserved at the parent hotel of the conference, or on the conference hotel block.

4. Transportation: A district vehicle must be requested for all out-of-district travel.

4. a) Private automobile mileage will be allowed as per district regulation.
4. b) Mileage will be allowed for only one vehicle per 4 persons unless special arrangements are required and approved in advance.

5. Registration Fees: Expenses for registration fees will be allowed when itemized and receipted.

6. Travel Report must be submitted within 30 days of when the travel ends.