

Tuloso-Midway Independent School District Travel Expense Report INSTRUCTIONS

The **Tuloso-Midway Independent School District Travel Expense Report** must be completed before any reimbursement is paid to the employee and must be submitted within two (2) weeks upon return from Out-of-District travel. **INCOMPLETE EXPENSE REPORTS WILL BE RETURNED TO THE PERSON SUBMITTING THE REPORT.**

Meals—No advancements for meals. No reimbursements over the \$25 per day limit. Meal reimbursements will be at ½ the daily allowance rate if departure is after 2:00 p.m. and will be ½ the daily allowance rate if return is before 2:00 p.m. **ONLY ITEMIZED MEAL RECEIPTS WILL BE ACCEPTED AND REIMBURSED. NON-ITEMIZED RECEIPTS (INCLUDING CREDIT OR DEBT CARDS) WILL NOT BE ACCEPTED OR REIMBURSED.**

Hotel—ALL HOTEL RESERVATIONS will be made by the Curriculum and Instruction Department. Hotel costs will be paid with a TMISD advance check unless extenuating circumstances dictate a different method of payment. Conference guidelines regarding official state rate will be followed (\$85 per night/per person). Cost in excess of \$85 per night per person will not be considered for reimbursement unless the conference overnight accommodations cost is part of the conference registration guidelines. Out of State travel is not to exceed the rate established by federal travel regulations for the locality. Each night stay is to be appropriately depicted on the first page of this report. Hotel receipts are to be kept and attached to this expense report. **ONLY ITEMIZED HOTEL RECEIPTS WILL BE ACCEPTED.**

NOTE: Tuloso-Midway ISD will not be responsible for reimbursing employees who choose to make their own hotel reservations and do not follow school district procedures.

Automobile Travel—Employees have the option of traveling in their individual vehicles. TMISD employees will be reimbursed **\$0.50 per mile from point-to-point of destination.** When two people from the same campus travel to the same conference destination and decide to travel separately in their own vehicle, mileage reimbursement will be divided evenly between the two travelers.

Vehicle Rentals—With the approval of an employee's immediate supervisor and the approval of the Superintendent or Superintendent's designee, an employee may request a vehicle rental. Vehicle rentals are **only** for the official conference days. Additional days are the responsibility of the employee. When four or more people travel to the same conference destination, a vehicle rental is highly recommended. Full mileage reimbursement will be made to the vehicle owners who transport two, but not more than four travelers, including driver, in a personal vehicle traveling to the same conference destination. Only itemized **gas receipt(s) will be reimbursed to the employee(s) who utilize personal cash funds or personal credit/debit card(s) for vehicle rentals.**

Air Travel—Coach fare **only**. All air travel arrangements will be made by the Curriculum and Instruction Department. Receipts and/or flight stubs are to be attached to the expense report.

Taxi, Bus, Shuttle, Parking—These fees will be reimbursed to the employee with proper **ITEMIZED** receipts.

Business Calls, Internet Services (hotel only)—These fees will be reimbursed with proper **ITEMIZED** receipts

Non-Approved Travel Expenditures—Non-Approved travel expenditures will not be reimbursed by the TMISD

OUT-OF-DISTRICT TRAVEL

Mileage Reimbursement

As a result of Bill 605, 81st Legislature, Regular Session, the comptroller's office will no longer publish the Texas Mileage Guide Effective January 1, 2010. State employees may calculate the number of miles traveled by using their vehicle odometer reading or a mapping Web site. Each state agency and institution of higher education will determine the online mapping site to be used by its employees. For more information, see Mileage in personal vehicle in Textravel.

If a state employee's odometer is used to determine the number of miles between points, then the supporting documentation must include a **point-to-point** mileage itemization. If a readily available mapping service is used to determine the number of miles, the name of the service used must be documented.

Note: TMISD Per Mile Allowance - \$0.50 cents per mile (*Web site examples include MapQuest and Google to determine point-to-point mileage*)

