

ROBINSON ISD

EMPLOYEE TRAVEL GUIDELINES

Overview

These guidelines are intended to address the more common questions regarding travel. The intent of RISD is to reimburse employees for the cost of business related travel. It is the responsibility of the employee and their supervisor to see that travel costs are kept reasonable and in the best interest of RISD.

Meals for Overnight Travel

The maximum daily reimbursement for meals during overnight travel will be determined based on departure and return times as follows: Breakfast \$8 (leave before 6 am or return after 8 am), Lunch \$12 (leave before 11 am or return after 1 pm), Dinner \$16 (leave before 5 pm or return after 7 pm). Meals will be reimbursed upon return with proper documentation. *Itemized* receipts are required to receive reimbursement. Debit/credit card receipts will not be considered sufficient documentation. Gratuity will not be reimbursed. Please do not submit receipts showing alcoholic beverages. Meal allowance is intended for each day individually and may not be applied to past or future maximum daily allowances.

Mileage Reimbursement

District vehicles should be used for traveling out of town. Employees should carpool to capacity of the vehicle to reduce overall vehicle costs. Mileage reimbursement for a personal vehicle will only occur if a school vehicle is not available. The District will reimburse for mileage at the current state rate.

Lodging

The Federal Rate Schedule will be used for reimbursement of lodging expenditures (please visit: <http://www.gsa.gov/portal/category/100120>). Since the reimbursement rates are subject to change, it is recommended that travelers print the page at the time reservations are made and submit the printout to the business office as supporting documentation. If the city or county to which you are traveling is not listed, use a city on the schedule that is comparable to and in close proximity to the destination. Otherwise, use the standard maximum rate of \$85/night for lodging. The final detailed hotel receipt must be returned to the business office.

State Taxes

The District does not pay state sales tax on purchases, except for meals. It is the employee's responsibility to obtain a sales tax exemption form from the business office prior to travel. Any taxes incurred and charged are the responsibility of the employee. For overnight travel, employees must obtain a Hotel Occupancy Tax Exemption Form from the business office that must be submitted to the hotel at check-in. The district is only allowed to pay city/local taxes.

****Requests for reimbursement must be made within 30 days of the travel.****

