

SNYDER ISD
ALLOWABLE & UNALLOWABLE TRAVEL EXPENSES

Description	Allowed with Local Funds	Allowed with Federal Funds	Not Allowed with any Funds
Transportation			
Flights			
Flights, Coach	X	X	
Flights, 1st Class			X
Luggage costs (2 bags maximum)	X	X	
Flight costs for non-business travel days			X
Taxi, Uber, Train, Shuttle, etc.			
With receipt or documentation	X	X	
Tips for taxi, uber, train or shuttle			x
Rental Car			
If more economical than Taxi or other transportation method	X	X	
Fuel for rental car	X	X	
Rental & fuel costs for non-business travel days			X
Personal injury coverage			X
Charges for additional driver (non-district employee)			X
Mileage Reimbursements			
Inside Scurry County (homebound only)	X		
Outside of Scurry County if no white fleet is available)	X	X	
Out-of-State Travel (Up to cost of flight)	X	X	
Multiple travelers to the same destination and same itinerary			X
Parking costs			
Parking at home airport	X	X	
Parking at local and out-of-town events	X	X	
Toll charges			
Tollways used to avoid traffic delays	X	X	
Lodging			
Lodging up to the GSA Rate	X	X	
Excess lodging over GSA	X		
Lodging for family member or other non-employee			X
Lodging for non-business travel days			X
Upgraded lodging when standard lodging is available (non-standard room)			X
Lodging deposits (if required)	X	(prepaid costs not allowed - EDGAR)	
Prepaid lodging such as Expedia, Travelocity, etc.			X
Hotel state tax charges in Texas			X
Parking charges, self-park	X	X	
Parking charges, valet service (only parking option) or personal safety reasons)	X	X	
Parking charges, valet service (traveler preference)			X
Entertainment: movies, gym, spa, etc.			X
Internet charges (pre-approved)	X		
Lodging tips			X
Meals			

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	Meals for overnight travel based on time of departure and not provided by event	X	X	
	Reimbursement of meals purchased in lieu of meals provided by event (except for medical or dietary reasons)	X (extenuating circumstances only (such as medical or allergy)		If not, extenuating circumstances
	Excess meals over GSA			X
	Tips (Employee Travel with NO students)			X
	Tips (when traveling with STUDENTS ONLY)	X (up to 15%)		
	Meals during non-business travel days			X
	Meals for family members or non-employees			X
	Non-overnight meals for trainings or meetings			X
	Non-overnight meals while chaperoning students			X
	Alcoholic beverages			X