

## WHARTON ISD TRAVEL GUIDELINES AND PROCEDURES

Each employee who seeks reimbursement for travel is responsible for verifying that the claim is in accordance with Board Policy and WISD Guidelines. Failure to comply with policy and guidelines may delay payment or lead to rejection of the claim.

### **ADVANCE CHECKS FOR REGISTRATION/LODGING**

If employee wants a check prior to travel date for registration or lodging, an approved Purchase Order must be obtained at least 3 days prior to date of travel. Employee is responsible for making the reservation, obtaining exact cost from the hotel (less Texas Hotel Occupancy Tax) and verifying that the hotel will accept a check for payment.

### **MILEAGE**

For 2 or more employees, request a district vehicle before driving a personal vehicle. To make this request send an email to [jscott@whartonisd.net](mailto:jscott@whartonisd.net) AND [svillarreal@whartonisd.net](mailto:svillarreal@whartonisd.net) at the Transportation Office. If a district vehicle is available, then a Bus Request form must be submitted to secure the district vehicle.

The district will reimburse car mileage at **\$ .58** per mile for one car up to four people. For employees that reside outside of Wharton, mileage will be paid from Wharton or their residence - whichever is less. Refer to the Mileage Calculator on WISD Homepage.

### **PER DIEM**

Employees will be reimbursed for the actual cost of lodging and the actual cost of meals (meals not to exceed thirty-three dollars \$33 per day).

The actual lodging receipt is required for reimbursement. If the receipt is lost, a copy of the receipt must be obtained from the hotel by the employee.

Refer to [www.gsa.gov](http://www.gsa.gov) homepage/Travel/Plan & Book/Per Diem Rates/Per Diem Look-Up to obtain more accurate hotel reimbursement cost rates.

Employees are exempt from paying the Texas Hotel Occupancy Tax. Employees must take a Texas Hotel Tax Exemption form (posted on WISD homepage) to present to the hotel upon check-in. Then verify that this tax does not appear on the bill upon check-out.

**State law prohibits reimbursement for this tax.**

**Meal expenses will only be reimbursed for overnight travel, due to IRS regulations.**

For meals, the following schedule shall apply:

Breakfast	\$ 8.00
Lunch	\$ 10.00
Dinner	<u>\$ 15.00</u>
	\$ 33.00

**Itemized and Dated meal receipts** must be submitted for reimbursement. The amount to be reimbursed must be noted on each receipt. If the employee wishes to combine meal allotment amounts for a day, they will be reimbursed the combination amount as long as these are meals that would normally be authorized, based on Departure and Return times shown on Travel Request form.

Example: Depart District 4PM and Return to District 4PM next day (overnight trip)

Employee is entitled to dinner (\$15) first night and breakfast (\$8) and lunch (\$10) or one meal not to exceed \$18 on day of return.

### **OTHER EXPENSES**

In certain cases, personnel may be reimbursed for expenses such as cab fares, workshop and registration fees, parking fees, toll fees, and other incidental expenses. Claims for these items must be accompanied by a receipt. All such requested expenses of this nature shall be approved by the appropriate administrator.

**State law prohibits reimbursement of tips and alcoholic beverages.**