

## Fruitvale ISD Travel Policy

Adopted 12/14/2009  
(Revised 3/2019)

Travel to workshops must be requested on appropriate form and approved by Dean of Academic Services, Curriculum Director and Superintendent.

After approval is obtained requisitions must be submitted through the TxEIS system for any expenses (prior to registration) that will be incurred because of the workshop (ie. registration fee, meals, lodging, etc.).

### **Transportation:**

Employees may request a school vehicle by completing a transportation request form (on the district's webpage). This form must be submitted to Jimmy Chitty electronically. If a school vehicle is unavailable then mileage reimbursement will be made at a rate of .50 per mile. Mileage will not be paid unless a school vehicle was not available. You must attach a copy of the form or email from Jimmy Chitty letting you know that a vehicle was not available to your requisition. If this is not attached you will not be reimbursed for your mileage. Mileage will be calculated using an online mapping service such as MapQuest (city to city).

Coordination of travel is encouraged for those traveling to the same event on the same date with the same itinerary. Only one person out of a group of four may be reimbursed for mileage.

### **Staff Meals:**

Meals will be reimbursed for overnight travel only. Travel that does not require an overnight stay will not be eligible for meal per diem/reimbursement. The maximum per diem/reimbursement rate for meals is \$30.00 per day. Per board policy, receipts are not required, except when federal funds are used for travel. In the event receipts are required, they must be originals (not copies) and official, not handwritten notes. Reimbursement will not be made unless receipts are turned in within 5 days following your return. Tips may be included with your meals, but they cannot exceed 15% of meal. A breakdown of this daily rate is:

Breakfast \$ 7.00

Lunch \$ 8.00

Dinner \$15.00

### **Student Meals:**

There will be a limit on the number of times the school district will provide student meals for each group traveling. The rate will be \$8.00 per day per student.

Varsity Football – 2 meals per season

Varsity Volleyball - 2 meals per season

Varsity Basketball - 2 meals per season

Varsity Softball - 2 meals per season

Varsity Baseball - 2 meals per season

High School UIL District Meets – 1 meal per season

When a student advances beyond district, the rate will be \$12.00 per day, per student.

For overnight travel (for advancing beyond district only) the rate will be \$30 with the same breakdown as staff.

Breakfast \$ 7.00

Lunch \$ 8.00

Dinner \$15.00

When students are eating as a group/team where all meals are on one ticket, a receipt will be required and change; when applicable, will be returned to the administration office.

If students are attending an event where it is necessary for them to eat at different times, different locations, or at concession stands where receipts are not available, students will sign-off (on form

provided) that they were given the money and the amount. In these instances, receipts will not be required.

Please remember that we all need to be good stewards of the district's monies. For instance, if you are staying in a hotel where breakfast is provided, it would not be necessary to request that amount.

**Lodging:**

Beginning January 1, 2010, lodging will be paid at a maximum rate in accordance with the U.S. General Services Administration Domestic Per Diem Rates (not including taxes). A copy of these rates can be found on the district website under Administration – Employee Forms and Information. The district will pay for room expenses only. You must submit a requisition for the cost of the hotel. The requisition is to be made either to yourself for reimbursement after your stay or to "Travel Card" and a debit card containing funds only for the amount of the hotel room will be issued to the employee. The debit card and hotel receipt is due upon return. Once you have an approved purchase order, it is the employee's responsibility to reserve the room and get the price (without State tax). The district is not subject to state taxes. You must take a Texas Hotel Occupancy Tax Exemption Certificate with you.

Every effort should be made to find reasonable rates as the district is subject to the state rate for hotel expenses. When making a reservation: Advise the selected hotel that you are eligible for the state rate. If for any reason you are unable to locate a room at the state rate or below you must obtain special approval from the Superintendent prior to making a reservation. If more than one employee is attending the same meeting, training, etc., a hotel room will be shared by two employees of the same sex.

**Other Misc:**

Full reimbursement will be made for reasonable expenses as approved by the Superintendent, (e.g. parking). Receipts must be provided.