

## Fruitvale ISD Travel Policy

Adopted 12/14/2009

Revised 7/2023

(Revised and  
adopted 8/21/2025)

Travel to workshops must be requested on appropriate form and approved by Principal, Curriculum Director and Superintendent.

After approval is obtained requisitions must be submitted through the ASCENDER 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 .62.5 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 \$45.00 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 \$10.00

Lunch \$15.00

Dinner \$20.00

### Student Meals:

**Meal Provision:** Students traveling for athletic events, academic UIL competitions, or FFA CDE/LDE events will receive a basic meal from the district.

#### Meal Options:

**During the School Day:** If travel occurs during the school day, students will be given a breakfast and/or lunch to take with them. However, the district requires **two weeks' notice** to order for the meals.

**After School Hours:** If the travel occurs after lunch hours, a meal will be provided by the district.

**Cost:** The district has set the meal cost **up to \$12** per student, but only for meal and one drink, not dessert or extras.

**Requisition and Approval Requirements:** It is recommended that a requisition be put in for a season but at minimum requisitions are required to be put in at least 5 business days before travel in order for a check to be issued to the coach. If you do the entire season, please email Christi David to let her know what day you will want to pick up your check for meals.

**Meal Grouping:** Whenever possible, the goal is to provide these meals to the students **as a group**, simplifying logistics. For example, ordering multiple of the same items and distributing on the trip.

When a student advances beyond district, the meals will be paid, while gone, at the rate below:

Breakfast \$10.00

Lunch \$15.00

Dinner \$20.00

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. A list of students' and coaches' names eating should be provided to the business 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.

**Other Misc:**

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