

Travel Card:

## LACKLAND ISD Travel Authorization & Settlement Form

1. Use the "Travel Checklist, Rates, & State Guidelines" to help with completion of this form.
2. **Campus-based travelers please fill in the yellow highlighted fields ONLY. All others complete the entire form.**
3. This form should be completed and submitted for approval at least **15 days** in advance of the conference registration deadline.
4. This form, and the necessary documentation must be submitted before approval will be given.

Traveler:					
School/Department			Today's Date:		
Name of Event:					
Departure From:		Date:		Time:	
Return From:		Date:		Time:	
			Estimated Requested Funds	Actual Expenses	
Category			Detail		
Flight		Vendor: American Express ( ), or Other			
RQ#:		(Attach preferred flight schedule)			
Registration		Vendor:			
		Send to:			
RQ#:		(Attach Event Registration Form and Schedule at a Glance)			
Travel Card		Vendor: Citi-Bank Travel Card			
Transportation:		Rental Car		x Number of Days	
		Gasoline			
		Shuttle/Taxi		x Number of Days	
Lodging (Attach preferred hotel)		GSA Rate w/o tax		X Nights	
		Actual Rate w/ 15% tax		X Nights	
		Enter higher of GSA & Actual Rate - Excess, if any over the GSA rate must be paid from local funds (Fund 199 or 195)			
RQ#:		Total Travel Card ----->		\$ -	
Traveler:		Per Diem: (Attach GSA Schedule for daily rate)			
Meals:		GSA Rate: <input type="text"/> X Days <input type="text"/>		\$ -	
		(Or, Attach Meal Per Diem Calculation)			
		Adjusted Meal Per Diem Calculation			
		Students: In-State		\$ 30.00 X Days <input type="text"/>	
		Students: Out-of-State		\$ 40.00 X Days <input type="text"/>	
Mileage:		Automobile Travel (Mileage): (Attach mapquest mileage report)			
		(Round Trip Mileage)		x Rate Per Mile \$ 0.545	
RQ#:		Total Traveler ----->		\$ -	
<b>TOTAL COST</b>				<b>\$ -</b>	
Travel Expense Adjustments ----->					
Account Code:					
Account Code:					
I certify that I have read and accept responsibility for compliance with the Lackland ISD Travel Guidelines.					
Traveler:		Date:		Supervisor	Date:
Superintendent		Date:		Business Dept	Date:
<b>Travel Settlement (Submit within 10 days after the Event)</b>					
I certify that the actual costs listed below are true and correct. I understand that I may be required to validate the actual costs with detailed receipts. If actual costs are less than the advanced per diem, the traveler must reimburse the unspent funds to the district with this settlement form. Actual costs that exceed the GSA rates will not be reimbursed.					
Advanced Meal Per Diem				\$	
Actual Cost of Work-Related Meals (Do not include tips)				\$	
Actual Tips Paid (not to exceed 15% of actual cost of meals - Local funds only)				\$	
Grand Total Actual Cost of Meals and Tips				\$	
Refund to District, if any				\$	
Traveler Signature:		Date:			
<b>***BUSINESS OFFICE ONLY***SETTLE-UP PAYMENTS DUE TO LISD OR TRAVELER:</b>					
Due to LISD		Date Rcvd		Due to Traveler	
				Date PD	

## Lackland ISD Adjusted Meal Per Diem Calculation

**Meal Calculation:**

- Instructions:**
- 1) Look up the meal per diem on the GSA Schedule.
  - 2) Determine the meal allowance on the day of departure and return (refer to schedule below)
  - 3) If all days will be full meals, enter the # of days and GSA rate on the Travel Form
  - 4) If some or all days are either partial days or include an event-provided meal, use the table below to calculate your adjusted meal per diem.
  - 5) Enter the adjusted meal per diem on the Travel Form

<b>STAFF:</b>													
Per Diem							Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Total
							Breakfast	\$ 12	\$ 13	\$ 14	\$ 16	\$ 17	\$18
Lunch	\$ 13	\$ 14	\$ 16	\$ 17	\$ 18	\$19							\$ -
Dinner	\$ 26	\$ 27	\$ 29	\$ 31	\$ 34	\$37							\$ -
	<b>\$ 51</b>	<b>\$ 54</b>	<b>\$ 59</b>	<b>\$ 64</b>	<b>\$ 69</b>	<b>\$74</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>STUDENTS:</b>													
Per Diem							Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Total
							In-State			Out of State			
Breakfast		\$ 8			\$ 10								\$ -
Lunch		\$ 10			\$ 14								\$ -
Dinner		\$ 12			\$ 16								\$ -
		<b>\$ 30</b>			<b>\$ 40</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Day of Departure and Return:	
Time of Departure	% of Per Diem/Day
12:01 am - 6:00 am	100%
6:01 am - 12:00 noon	100%
12:01 pm - 6:00 pm	75%
6:01 pm - 12:00 midnight	50%

**LACKLAND ISD  
ALLOWABLE & UNALLOWABLE TRAVEL EXPENSES**

Description	Allowed with Local Funds	Allowed with Federal Funds	Not Allowed with any Funds
<b>Transportation</b>			
<b>Flights</b>			
Flights, Coach	X	X	
Flights, 1st Class			X
Luggage costs (2 bags maximum)	X	X	
Flight costs for non-business travel days			X
<b>Taxi, Uber, Train, Shuttle, etc.</b>			
With receipt or documentation	X	X	
Tips for taxi, uber, train or shuttle			X
<b>Rental Car</b>			
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
<b>Mileage Reimbursements</b>			
Inside Bexar County			X
Outside of Bexar 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 (4 per car rule)	X (If preapproved due to medical or other issues)	X (equal distribution of mileage allotment)	
Personal preference to drive rather than fly to destination	X (If preapproved due to medical or other issues)	X (lesser of the two costs)	
<b>Parking costs</b>			
Parking at home airport	X	X	
Parking at local and out-of-town events	X	X	
<b>Toll charges</b>			
Tollways used to avoid traffic delays	X	X	
<b>Lodging</b>			
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
Lodging in San Antonio or within 80 miles of the District			X
Upgraded lodging when standard lodging is available (non-standard room)			X

**LACKLAND ISD  
ALLOWABLE & UNALLOWABLE TRAVEL EXPENSES**

	Lodging deposits (if required)	X	(prepaid costs not allowed - EDGAR)	
	Prepaid lodging such as Expedia, Travelocity, etc.			X
	Hotel occupancy 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
<b>Meals</b>				
	Meals for overnight travel based on time of departure and not provided by event	X	X	
	Meals provided by event (except for medical or dietary reasons)			X
	Excess meals over GSA			X
	Tips	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