

**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

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	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