

## Reimbursement Process

Per Board Policy DEE(Regulation), "An employee should submit and the budget manager should approve the Out-of-Town Travel Reimbursement form not later than ten working days after the travel is completed."

1. Complete the Travel Reimbursement Form (ALL EXPENSES MUST be listed, regardless of reimbursement amount).
  - a. You can find this form on the Athletic webpage under Coaches' Resources.
  - b. *Registration*: include the amount of registration, DO NOT include any membership fees
  - c. *Lodging*: include the amount from the hotel receipt, DO NOT include any taxes if paid; if a bill is being split among employees, have the hotel separate; your receipt should be the proof of pay for the exact amount that you are being reimbursed. If no costs for lodging, leave \$0.00.  
\*If sharing a room, and no bill is split, in the NOTES section, indicate with whom a room was shared.
  - d. *Rental*: must be an approved vendor, and use approved during the Request process
  - e. *Miles*: use *Out-of-District Mileage Chart* to fill in the number of miles  
<https://resources.finalsite.net/images/v1528907266/springbranchisdcom/zxyixkbqf8ddq5mrqn13/OutofDistrictMileageChart.pdf>--no gas reimbursement, unless using a rental vehicle.
  - f. \*If the location is not indicated on the mileage chart, attach a Google Map indicating route and mileage (from normal worksite to conference address). Show round-trip directions and mileage.  
\*If carpool, leave blank. In NOTES section, please indicate "Carpool with \_\_\_\_\_"  
\*no gas cost estimates, unless using a rental vehicle secured through the district
  - g. *Meals*: fill in the meals calculation worksheet on the bottom left of the page (example below). List each day of travel, with the amount per meal. Notice departure prior to 7am required to receive breakfast reimbursement on that day, and return later than 6pm required for dinner reimbursement on return date. Use the total amount that is calculated in the bottom left worksheet to fill in the Meals column at the top. No meal reimbursement when meals included in conference or free breakfast hotels.

**MEALS - BREAKDOWN (MEALS INCLUDE STATE TAX)**

Meal amounts are \$5, \$10 and \$20 based on travel times of 7 am to 6 pm.

Date	B	L	D	Total
7/18		10	20	\$30.00
7/19	5	10	20	\$35.00
7/20	5			\$5.00
				\$0.00
				\$70.00

- h. *Misc*: self-parking only can be reimbursed, proof of payment required
  - i. *Signature*: must be signed, not an electronic signature; you may sign, scan, then email
2. Email/Submit the following to Claudia Solorzano:
  - a. Travel Reimbursement Form, completed by directions above, with signature
  - b. Conference registration receipt
  - c. Proof of attendance (certificate)
  - d. Hotel receipt
  - e. Rental car invoice, and gas receipts for rental (if applicable)
  - f. Google map directions/mileage, if location not indicated on the mileage chart
  - g. Misc receipts (self-parking, baggage, and other qualifying expenses)—no gas receipts unless using rental
3. Further questions, please reference the SBISD Board Policy DEE(Regulation) and DEE(Exhibit)  
<http://pol.tasb.org/Policy/Search/599?filter=employee%20travel%20reimbursement>