

BISD Travel Expense Guidelines For Consultant Services

The Brownsboro Independent School District **will not pay for preparation days or times**. Consultant charges shall be for time actually spent in the District performing the service agreed to in the contract; except, however, District employees providing consultant services may be eligible to receive compensation for preparation time if previously approved.

The District shall reimburse travel expenses per the following guidelines:

1. **MILEAGE** - .56 cents per mile. Reimbursement is based on MapQuest Guide if a personal automobile is used.
2. **AIR TRAVEL** – Reimbursed at coach fare rates only.
3. **MEALS** – Reimbursement may be claimed for a maximum of \$45 per day. Receipts are required for reimbursement of meal expenditures for the consultant only.
4. **GRATUITIES** – Reimbursed at a maximum of 20% for meals and taxi fare.
5. **PHONE CALLS** – No reimbursement allowed (local or long distance).
6. **HOTEL ACCOMODATIONS** – Reimbursed at a single room rate in a moderately priced hotel.
7. **CAR RENTAL** – No reimbursement allowed. Taxi fare shall be allowed to and from the airport, the hotel, and the service site (receipts are required).
8. **ALCOHOLIC BEVERAGES** – No reimbursement allowed.
9. **OTHER EXPENSES** – Expenses which are considered reasonable and necessary shall be reimbursed upon presentation of proper documentation. These expenses may not include items for personal convenience such as valet service and other personal hotel expenses. Documentation of parking and taxi expenses is required.
10. **DIRECT BILLING** – Direct bills shall not be accepted.

The District reserves the right to reject any reimbursement claim that it deems not reasonable and/or unnecessary. Original (detailed) receipts must be submitted in order to be eligible for reimbursement.

Travel expense claims must be submitted to the designated BISD staff on a Consultant Invoice for Fees and Expenses worksheet with original receipts, as required.