

Requests for advance payments (payments that need to be made before the trip) – If employee needs a check prior to travel date for registration an approved Purchase Order must be obtained at least 10 days prior to date of travel. The employee is responsible for making the reservation, obtaining exact cost from the hotel (less Texas Hotel Occupancy Tax). The staff member will check out a travel credit card from the Business office prior to travel.

Advance payments will be made for those charges that can be predetermined, such as airfare and registration fees. In the event that funds are advanced to the employee, it is the responsibility of the employee to provide adequate documentation\* to the Finance Office within **five** days after returning from the trip. Advances that are not adequately documented must be repaid to the District by the responsible employee.

The CFO will notify an employee that he/she is responsible for repaying a travel advance ten days after returning from the trip when lack of documentation is an issue. It is the employee's responsibility to document his/her travel expenses and turn them into Accounts Payable on time.

The Wharton Independent School District reserves the right to make payroll deductions to recoup travel advances. This will usually be taken from the payroll check following the month of travel if there is still a lack of documentation.

\*An example of adequate documentation is a copy of the hotel bill which includes the dates and places traveled to. Copies of airplane tickets are required when traveling by air. Reimbursements will not be issued without receipts for supporting documentation.

Registration fees are allowable to be advanced and should be paid only with proof of attendance (i.e. registration confirmation, copy of agenda, etc.)

### 3. **Out-of-District Travel**

Payments for out-of-district travel are based on the expenses incurred by the employee on a daily basis as follows:

#### **Meals for Staff**

Rates for employees as of January 1, 2022 are:

Breakfast....	\$10.00/day
Lunch.....	\$14.00/day
Dinner.....	\$22.00/day
<b>Total</b>	<b>\$46.00/day</b>

The District does not reimburse for alcoholic beverages or tips or for staff meals when travel does not require an overnight stay.

Be sure to include departure and return times on the Travel Request form and requisition. This helps to determine if you are eligible for meal reimbursement. Travel day per diem is allocated at a maximum of 75% of the meal per diem which is \$34.50.

A Travel Reimbursement Request Form must be submitted upon return. If the employee did not use all of the meal per diem, it must be returned to the district. If the employee has signed the travel reimbursement form that states all meal per diem was used, no receipts are necessary.