

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT – EMPLOYEE TRAVEL

DEE-T
(REGULATION)

TRAVEL PROCEDURES A Travel Request must be submitted and approved prior to any travel taking place.

LODGING Employees must use the U.S. General Services Administration's (GSA) website to determine the lodging amount allowed for all federal and state grants as well as state funds. The rate is applied on a per traveler basis and can be exceeded when staying at the conference hotel, but the amount that exceeds the GSA rate must be charged local funds. Since hotel stays within the state of Texas are exempt from state (not local) taxes, employees traveling should carry a state exemption letter because state taxes will not be reimbursed.

TRANSPORTATION Airfare can be booked using a district purchase order or it can be booked by the employee, but it will not be reimbursed until after the trip has taken place. First class airfare and baggage fees in excess of the 1st piece will not be reimbursed. Rental cars and any associated fees (hotel parking, fuel, tolls, etc) are allowed, but will be charged to local funds unless you had pre-approval to use federal or state funds on your purchase order. Reimbursement for these associated fees and any other incidentals will be processed via the Travel Expenditure Reconciliation & Reimbursement Form and must be supported by receipts. In lieu of flying, an employee may travel in their personal vehicle and be reimbursed mileage at the then current mileage rate calculated as the lesser of the actual mileage incurred or the cost that would have been incurred if a flight had been taken instead.

MEALS Travel allowances, in which the per diem is paid to the employee regardless of the amount actually expended, are not allowable. Meals will be reimbursed if supported by receipts. Tips, gratuities, alcohol and entertainment/recreation costs will not be reimbursed. The reimbursable meals rates are based on the following time schedule, not to exceed the daily GSA rate or 75% of the daily GSA rate for travel days:

- Breakfast (up to GSA rate) 12:00 am – 10:59 am
- Lunch (up to GSA rate) 11:00 am – 4:59 pm
- Dinner (up to GSA rate) 5:00 pm – 11:59 pm

The reimbursable meal rate is specific to that time slot and cannot be combined with or carried over to another time slot. If a meal is being provided by the conference, then the employee cannot claim reimbursement for that meal. In accordance with IRS guidelines, reimbursement for non-overnight meal expenses is considered income and must be included on the employee's W-2 from as part of the employee's taxable wages.

REIMBURSEMENT All reimbursements for travel will be processed until after the trip has taken place. The Travel Expenditure Reconciliation & Reimbursement Form is to be submitted along with all receipts incurred with the travel.