



TEXARKANA
Independent School District

DAY TRIP MEAL PER DIEM

According to IRS Publication 463, employee travel is defined as overnight travel. In order to receive a meal per diem as a non-taxable income to the employee, travel must be overnight. Therefore, day travel meal per diem will be a taxable income to the employee and will be paid through employee payroll. In order to be reimbursed for **DAY TRAVEL MEALS ONLY** (*this does not apply to meals on overnight stays*), you will need to complete the form below and return to the Payroll Department at Central Office.

Name: _____

Title: _____ **School/Dept.:** _____

Reason For Travel: _____
(*Specific name of conference or meeting, sponsor of school group, UIL activity, personal business, etc.*)

Date of Travel: _____

Destination of Travel: _____

**REIMBURSEMENT MADE ON ANY DAY TRIP WILL BE CONSIDERED TAXABLE INCOME
TO THE EMPLOYEE AND REMITTED IN THE EMPLOYEE'S PAYCHECK**

Breakfast \$10.00 \$ _____ *allowed if employee left before 7:00 A.M.*

Lunch \$15.00 \$ _____

Dinner \$25.00 \$ _____ *allowed if employee returned after 6:00 P.M.*

TOTAL \$ _____

Budget Code: _ _ _ -E- _ _ -6411. _ _ _ - _ _ _ - _ _ _ - _ _ _

Employee Signature: _____ **Date:** _____

Approved
Signature of Supervisor/Designee: _____ **Date:** _____