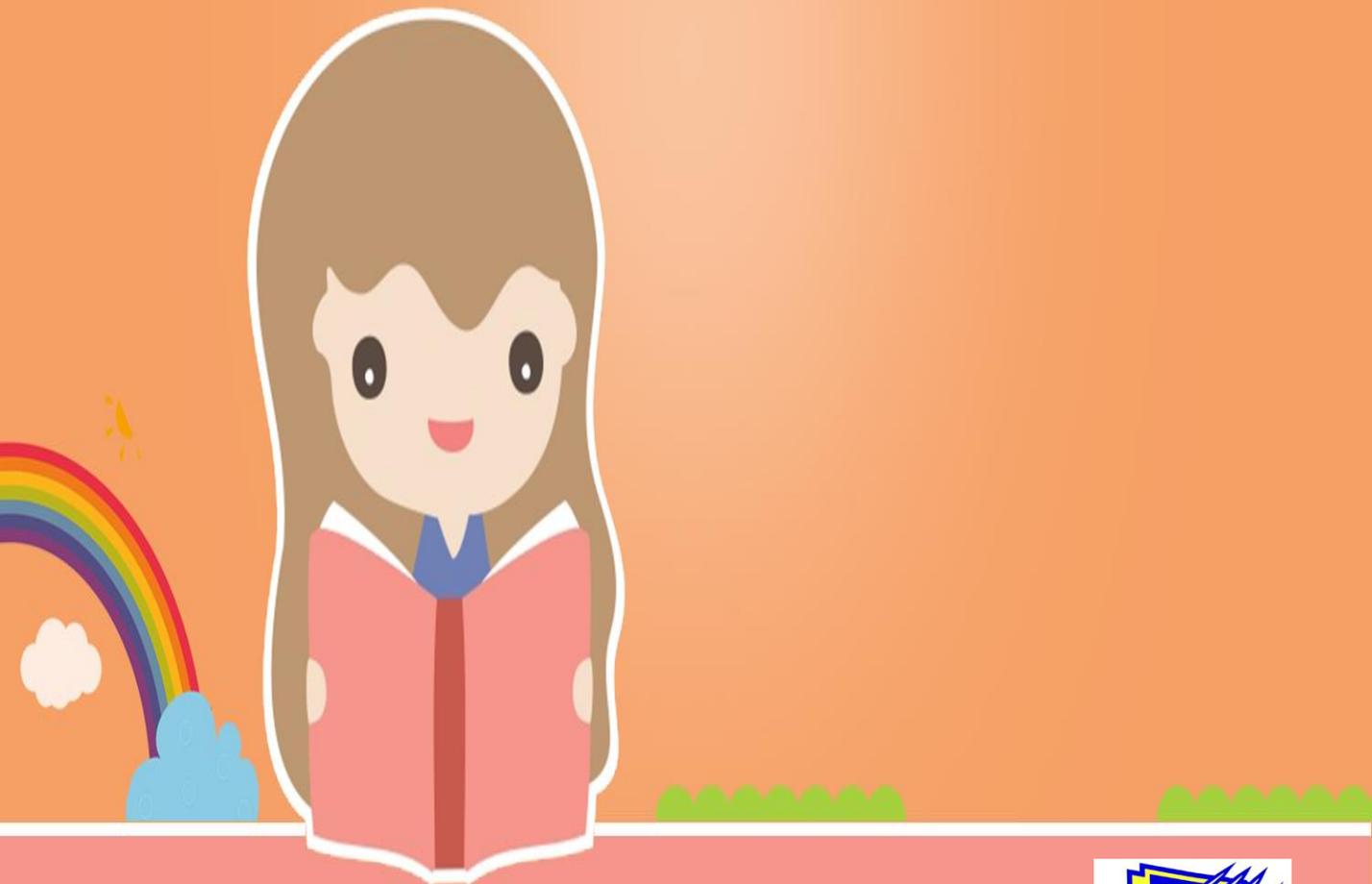


Raymondville Independent School District

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Hotel Room Stay-Process



Raymondville Independent School District

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TRAVEL REIMBURSEMENTS FOR SCHOOL DISTRICTS

- Lodging In-State: up to \$85.00 per night
- Meals In-State: up to \$36.00 per day
- Mileage: 56.5 cents per mile
 - Travelers are required to calculate mileage by using an electronic mapping source.
 - The traveler must print out the driving directions provided by the site and attach them to the travel reimbursement form.
 - The traveler must also provide the conference/training agenda and attach to the travel reimbursement form.
 - If transportation is available/provided through the school district, mileage will not be allowable for reimbursement.

Lodging

Reimbursement or payment for lodging will be provided for authorized travel at the maximum rate of \$85.00 per night for travel within the state of Texas. Hotel taxes are separate from the actual lodging rate. Travel destination must be at least 120 miles away from Raymondville ISD (419 FM 3168) to request for lodging.

The District does not own a credit card so it is the responsibility of the employee traveling to use their personal credit card to hold the room until a requisition is submitted for the travel expenses. Once the requisition is approved, a check will be cut for the hotel and the employee's credit card should not be charged.



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PREPARATION OF REQUEST FOR PROFESSIONAL LEAVE

A Travel Request Form must be submitted to the appropriate Administrator for his/her signature at least two weeks before the event.

A Travel Expense/Reimbursement Form requesting a prepayment must arrive at the Business Office two weeks prior to the time the check is needed. This will allow sufficient time to review the Travel Expense/Reimbursement Form for proper signatures and ensure the check is generated in a timely manner.

In-Town Training, Meetings, In-Services, etc.

Employees attending meetings, in-services, training, etc. within the Raymondville Independent School District boundaries shall not be eligible for reimbursement (lodging) or meal reimbursement.

Request for Bus Transportation

If student transportation by school bus is involved, a bus request form must also be submitted to the Transportation Department at least two weeks in advance to ensure coordination of school buses.



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RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT



ADMINISTRATIVE TRAVEL PROCEDURES MANUAL



"Every Child, Every Chance, Every Day"

Raymondville Independent School District

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Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Raymondville Independent School District

Hotel Accommodations Form

Sponsor of Conference/Workshop: _____

Name of Conference/Workshop: _____

Date(s) of Conference/Workshop: _____

Person(s) attending Conference/Workshop:

_____	_____
_____	_____
_____	_____

Name of Hotel: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Amount per day: \$ _____ -

Number of Rooms: \$ _____ -

Number of Days: _____ -

Sub Total: _____ -

City/County/Other Tax %: _____ 0.00%

City Tax Amount: \$ _____ -

Grand Total: \$ _____ -

Note: The district is state tax exempt and the total percentage needs to exclude state tax of 6%.

Parking Fees: \$ _____ -

Confirmation No.(s):

Number of Days: _____ -

Sub Total: _____ -

Tax Rate: _____ 0.00%

Tax Amount: \$ _____ -

Grand Total: \$ _____ -

Account Number(s) to be charged: _____

Supervisor's Signature: _____

Updated 6/4/2014



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419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Raymondville Independent School District

Hotel Accommodations Form

Sponsor of Conference/Workshop:	TASA
Name of Conference/Workshop:	2016 State Assessment Conference
Date(s) of Conference/Workshop:	February 14-17, 2016
Person(s) attending Conference/Workshop:	
A.J. Cantu	

Name of Hotel:	Comfort Suites
Address:	
City/State/Zip:	Austin, TX
Phone Number:	512-366-3600

Amount per day:	\$ 85.00
Number of Rooms:	\$ 1.00
Number of Days:	3.00
Sub Total:	255.00
City/County/Other Tax %:	9.00%
City Tax Amount:	\$ 22.95
Grand Total:	\$ 277.95

Note: The district is state tax exempt and the total percentage needs to exclude state tax of 6%.

Parking Fees:	\$ -	Confirmation No.(s):	
Number of Days:	-		9427921659
Sub Total:	-		
Tax Rate:	0.00%		
Tax Amount:	\$ -		
Grand Total:	\$ -		

Account Number(s) to be charged:	199-E-13-6411-00-882-0-99-000

Supervisor's Signature: _____

Updated 6/4/2014



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REMINDERS

- PARKING CAN BE INCLUDED WITH THE HOTEL CHECK OR EMPLOYEE MAY BE REIMBURSED WITH PROPER RECEIPTS.**
- CALL HOTEL DIRECT IF QUESTIONS REGARDING CITY TAX %**
- BUSINESS OFFICE (ANNABELLE WHITE) WILL HAVE A CHECK PRIOR TO PLANNED TRAVEL INCLUDING THE TAX EXEMPT FORM FOR THE DISTRICT.**
- ORIGINAL HOTEL RECEIPT MUST BE TURNED IN TO THE BUSINESS OFFICE WHEN EMPLOYEE RETURNS TO THE DISTRICT.**



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