

EMPLOYEE REIMBURSEMENT CHECK LIST

TRAVELER INFORMATION

_____EMPLOYEE NAME IS INCLUDED

_____EMPLOYEE NUMBER IS INCLUDED

_____CAMPUS/DEPT IS INCLUDED

_____ACCOUNT/BUDGET CODE IS INCLUDED

(IF MORE THAN ONE BUDGET CODE, AMOUNT FOR EACH IS INCLUDED)

_____ALL DOCUMENTS ARE SUBMITTED AS SCAN READY. RECEIPTS ARE TAPED

TRIP INFORMATION

_____DESTINATION IS INCLUDED

_____PURPOSE OF TRAVEL IS INCLUDED

_____TRAVEL DATES ARE INCLUDED

_____REQUEST IS WITHIN 30 DAYS OF THE LAST DAY OF TRAVEL



TRAVEL EXPENSE REIMBURSEMENT CLAIM

_____HOTELS SHOULD ONLY BE CONSIDERED FOR REIMBURSEMENT IF THERE WAS A PROBLEM. THESE SHOULD BE PREPAID

_____TOTAL NUMBER OF MILES SHOULD BE CALCULATED AT THE CURRENT GSA RATE. MAKE SURE YOU ARE USING THE CURRENT REIMBURSEMENT FORM.

_____MEALS SHOULD BE ADDED TOGETHER FOR EACH DAY AND SHOULD NOT EXCEED GSA RATES

_____PUT A CHECK MARK FOR EACH MEAL THAT IS PROVIDED WITH CONFERENCE OR EVENT

_____TOTAL REIMBURSEMENT AMOUNT IS CALCULATED

_____CONFERENCE AGENDA IS ATTACHED

_____MAPS ARE PROVIDED WITH TOTAL MILEAGE TO AND FROM DESTINATION

_____PARKING RECEIPT IS ATTACHED

_____GSA MEAL RATES FOR TRAVEL CITY ARE ATTACHED

_____ITEMIZED RECEIPTS FOR MEALS ARE ATTACHED

SIGNATURES

_____EMPLOYEE HAS SIGNED AND DATED THE REQUEST

_____PRINCIPAL/DIRECTOR HAS SIGNED AND DATED THE REQUEST

_____PROGRAM ADMINISTRATION HAS SIGNED AND DATED THE REQUEST

PLEASE NOTE: MEALS ARE ONLY REIMBURSED FOR OVERNIGHT TRAVEL



EMPLOYEE TRAVEL REIMBURSEMENT FORM

This form with appropriate documentation MUST BE SUBMITTED WITHIN 30 DAYS FROM THE LAST DAY OF TRAVEL to be eligible for reimbursement. All August reimbursements must be submitted by September 15th. Attach original detailed receipts and other required documentation (ei. map, print out of GSA per diem meal rate, etc.) per District Travel Guidelines. Meal expenses included without a receipt will not be reimbursed.

Traveler Information
 Name/Employee Number: _____ Campus/Dept.: _____
 Account/Budget Code(s): _____
 ENTER COMPLETE BUDGET CODE. IF USING MORE THAN ONE BUDGET
 CODE PLEASE INDICATE THE AMOUNT TO CHARGE TO EACH CODE

Trip Information
 Destination (City/State): _____ Purpose of Travel: _____
 EX: REGION 20 San Antonio, Texas NAME OF WORKSHOP / CONFERENCE
 Travel Dates: Leave Date: _____ Return Date: _____

Travel Expense Reimbursement Claim
 Please refer to the Elgin ISD Travel Guidelines for further detail; meal and hotel reimbursement will be based on GSA rates. The rates will vary by location, if the location is not listed, the standard rate shall apply. For the first and last days of travel, meals will be % of the allowed rate for that location. The GSA meal rates can be found at this link: [GSA Meals & Incidentals \(M&IE\)](#)

Hotel (if not prepaid)	\$ _____	Registration (if not prepaid)	\$ _____
Mileage- total miles x .655	\$ 134.93	Transportation/Parking	\$ _____
Meals- Day 1	\$ 53.09 48.00	Meals- Day 4	\$ 67.63 32.00
Meals- Day 2	\$ 29.63	Meals- Day 5	\$ _____
Meals- Day 3	\$ 99.60 35.00	Meals- Day 6	\$ _____
Other	\$ _____	Other Explanation:	_____
TOTAL REIMBURSEMENT	\$ 384.88	279.56 - Actual Reimbursement Total	

This amount is subject to change by the State of Texas

Last day meal only \$48.00; but lunch was provided subtract \$16.00

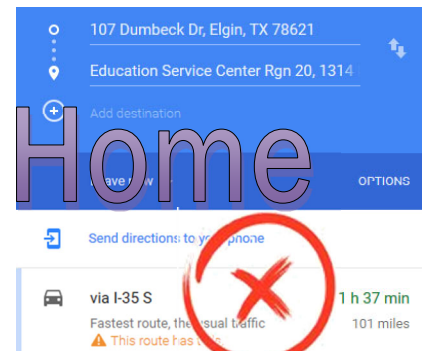
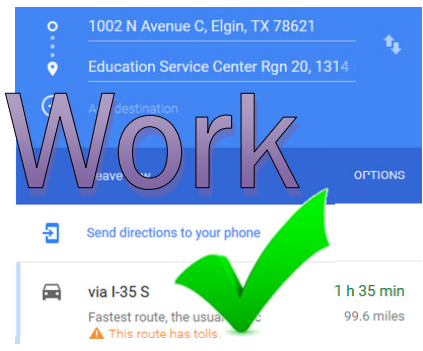
Dinner was provided; subtract \$29.00

Travel Reimbursement Certification
 I certify that the expenses for which a reimbursement is requested have been fully incurred by me in connection with a previously approved travel request. These expenditures are made in connection with EISD business and to my knowledge have not previously been submitted for payment.

Employee Signature: _____ Date: _____

Approval Signatures
 Principal/Director: _____ Date: _____
 Program Administrator: _____ Date: _____
 (if State or Federal Program funds are being used)
 BUSINESS OFFICE: _____ Date: _____

7.11.2023



To verify before processing

1. Verify the correct form is being completed with the correct format & current years mileage rate.
2. Employee number must be given, due to multiple employees with the same name.
3. Verify dates and all signatures are provided along with properly taped itemized receipts.
4. An agenda of the conference/workshop must be provided.
5. Make sure a Google map / Intra District mileage chart is attached, as well as the per diem rates.
6. Travel must be submitted within 30 days of the last day of travel to be considered for reimbursement.

Mileage

The mileage reimbursement rate will be the state rate for ALL funds when traveling in a private vehicle.

1. Each employee is assigned a home campus. Mileage will not be paid for travel between the employee's residence and his/her home campus. When traveling to places other than the home campus, mileage shall be computed from the home campus or the employee's residence (whichever is less see example above). For itinerant staff, your home campus is the first campus you visit for the day.
2. The District may verify mileage and change accordingly when mileage is deemed excessive or unreasonable.
3. There shall be NO reimbursement for in-district travel expenses other than mileage.

Parking/Public Transportation

1. A receipt or itemized statement is required for parking. Valet parking should not be used unless it is the only viable option or prior approval from superintendent.
2. As a general rule, tolls will not be reimbursed.
3. Public transportation is approved for use when feasible.
4. The District may reimburse an employee for the actual cost of transportation by bus or taxi.
5. Original receipts are required and must show the date, fare charged and transportation company.
6. Employees are expected to use the most economical means of transportation available.

Meals - Employee

OVERNIGHT stays will be reimbursed up to a maximum of the GSA rate primary destination (see example chart below or go to [GSA Meals & Incidentals \(M&IE\)](#))

1. Original itemized receipts are required—in-state and out-of-state travel & taped carefully on the right/left sides of the receipt to be scan ready.
2. The employee must have incurred the expense in order to be reimbursed-except for alcohol & service charges (unless it is a credit card service charge).
3. This rate is subject to change by the State of Texas.
4. If a meal is provided by the conference/workshop you need to deduct any of those meals from the per diem reimbursement meal claims.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	First & Last Day of Travel
San Antonio	Bexar	\$64	\$14	\$16	\$29	\$48.00
South Padre Island	Cameron	\$59	\$13	\$15	\$26	\$44.25
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$44.25
Waco	McLennan	\$64	\$14	\$16	\$29	\$48.00

EAA AIRVENTURE
OSHKOSH
2015

DATE	2/25/2023	VED
CHEESE BURGER T1		\$4.50
FRENCH FRIES T1		\$3.00
PEPSI T1		\$3.00
DIET PEPSI T1		\$3.00
TOTAL		\$13.50
CASH		\$20.00
CHANGE		\$6.50
NO.000020 REG07 CASHIER	TIME 11:54	

Ying Thai Kitchen
2220 Queen Anne AVE N
Seattle WA 98109
Tel. (206) 285-8424 Fax. (206) 285-8427
www.yingthaikitchen.com
Welcome to Ying Thai Kitchen Restaurant.

Order#: 17 **Table 2**
Date: 2/25/2023 7:28 PM
Server: Jack (T.4)

44 Ginger Lover \$9.50
[Pork][2**]
Brown Rice \$2.00

Total 2 item(s) \$11.50
Sales Tax \$1.09

Grand Total \$12.59

Reimbursement will only be for the max allowable rate per GSA. First and last day of travel will be considered. If a meal exceeds the GSA rate, the employee will be responsible for the difference.

Sweetfish Sushi
1345 2nd St.
Santa Monica, CA 90401


SALE
11/24/2018 TRANS: 007085
07:55 AM AUTH: 688440

*****9483 AMEX

2/26/2023

Restaurant

PRICE \$145.19
SUBTOTAL \$145.19
TIP \$11.62
TOTAL \$156.81



This example of a receipt can not be reimbursed because it is a credit card receipt; it must have itemized details of what was purchased in order for the employee to be reimbursed.

MADEIRA

805 Media Luna, Ste. 800
Brownsville, Tx. 78520
Ph. (956) 504.3100

134 PABLO S

Tbl 5/5 Chk 9947 Gst 0
Feb06'24 07:10PM

1 TARTARA BEIABEL 18.00
1 CACAO 72 14.00
1 HUACHINANGO PIQU AL PIQUIN 44.00

Subtotal 76.00
Tax 6.27
08:48PM Total **82.27**

Food Tax 6.27

Thank You
Please visit us

Happy Valley Bistro
245 Park Ave
New York, New York
United States, 10011
Tel: 555-452-4343

4:01 PM

REPRINT

February 27, 2023 at 12.45pm Order #: 4
Bar Tab: John Marden Waiter: Admin
Tax #: R0123456789
Note:

REPRINT

Trent Dark Ale \$6.25
Loaded Nachos \$32.00

Food Total \$32.00
Alcohol Total \$6.25

32.00
x.0825
2.64

32.00
+ 2.64
34.64

Sub Total \$38.25
Tax 1 \$3.16

Total \$41.41

MasterCard \$43.70
Service Fee **\$2.29**

Alcohol can not be reimbursed; only figure cost of food. (i.e. \$34.64)

If a service/delivery fee is added the employee is responsible for the charge.

Unallowable Expenses

Unallowable expenses include, but are not limited to:

- Alcoholic beverage charges
- Room service/delivery fees
- Amounts exceeding the GSA rate

CONFERENCE SCHEDULE

Sunday, February 18

3:00 PM – 5:00 PM Registration / Badge Pick-Up

Monday, February 19

7:30 AM – 4:30 PM Registration / Badge Pick-Up

8:30 AM – 4:00 PM Professional Certification Courses

9:00 AM - 4:00 PM Full-Day Workshops

Tuesday, February 20

7:30 AM – 6:00 PM Registration / Badge Pick-Up

8:30 AM – 4:00 PM Professional Certification Courses

9:00 AM - 4:00 PM Full-Day Workshops

3:45 PM – 6:00 PM Exhibit Hall Preview

Wednesday, February 21

7:00 AM – 5:00 PM Registration / Badge Pick-Up

7:45 AM – 4:15 PM Breakout Sessions

9:00 AM – 10:30 AM Opening General Session

10:30 AM – 5:00 PM Exhibit Hall Open

11:30 AM – 1:30 PM Lunch in the Exhibit Hall

4:00 PM – 5:00 PM Exhibit Hall Closing Event

5:30 PM – 6:30 PM Award Reception (*by invitation only*)

6:30 PM – 8:30 PM Wednesday Evening Celebration

Thursday, February 22

7:00 AM – 12:30 PM Registration / Badge Pick-Up

7:30 AM – 11:45 AM Breakout Sessions

12:00 PM – 2:00 PM Awards Luncheon & General Session

Friday, February 23

7:30 AM – 9:00 AM Registration / Badge Pick-Up

8:30 AM – 3:30 PM Professional Certification Courses

REIMBURSEMENT REQUESTS FOR CONFERENCES SHOULD INCLUDE THE COMPLETE CONFERENCE AGENDA. MEALS PROVIDED AT THE CONFERENCE WILL NOT BE ELIGIBLE FOR REIMBURSEMENT.

