Tarkington ISD
Quick Travel Reference 2025-26

Advances:

♦Meals if overnight travel using local funds ♦ No mileage ♦ No Advance if using Federal Funds (2xx)

Meal Reimbursement/Per Diem:

OVERNIGHT TRIPS: (LOCAL FUNDS ONLY) Per Diem advanced prior to travel, receipts not required. For more information refer to the *"Tarkington ISD Employee Travel Guidelines".* If request is not received by the Business Office in sufficient time to issue the advance (Monday for Friday check pickup), meals will be reimbursed post travel with itemized receipts.
DAY TRIPS: Defined as "any trip where an overnight stay is not required". Meals for day trips will only be reimbursed for the actual amount of the meal(s) (Accountable plan), up to the limit, after the travel and must be accompanied by itemized receipts. Meal reimbursement for day trips will be issued to the employee through payroll on the regular payroll date. *(The IRS requires that meal reimbursement for non-overnight trips be reported as taxable income and reported on the employee's W-2 accordingly*

- **FEDERAL FUND (2XX) and STATE FUNDED PIC 21-38 EXECPTIONS:** No advance allowed (Accountable plan). No Tips. All original itemized receipts required. All required meal receipts must be attached to the Tarkington Travel Request form. No tips/gratuities can be paid using federal funds. While traveling using federal funds, there will need to be a "Local" account code provided on the Tarkington Travel Request form for any tips/gratuities paid to be coded to. No meals will be advanced when using federal funds.

**TIPS ARE ALLOWED UP TO MAXIMUM 20% using general or activity funds.*

Employee will be **REIMBURSED** after travel, only for what was **ACTUALLY SPENT** up to the allowable rate during travel. Receipts are required to be submitted after travel. An employee must claim the actual expenses incurred for meals not to exceed the maximum allowable rates. These rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown

Complete the "Actual Expense" section of the Travel Request form with the **actual meal cost** after the trip.

The meal receipts must be attached to the final Tarkington Travel Request in order to receive reimbursement.

Traveling with Students (Travel Request Not Required):

When traveling with students on day trips, the sponsor/coach will have a requisition submitted for approval before traveling. At the time of travel, the sponsor/coach will check out a District travel credit card from the Business Office to pay for the meals. Itemized receipts must be submitted along with a list of students and employees that received meals charged to the credit card. Following are the rates to be used for day trips with students: **Student Meal** – ALL meals $12 **Employee Meal** – Breakfast $13, Lunch $15, Dinner $26

Mileage Reimbursement:

Attach a round trip map printout using a free online mapping service such as https://www.google.com/maps or https://www.mapquest.com. Mileage will be reimbursed at the standard rate set by the Internal Revenue Service and adopted by the state. This rate is subject to change.

- ❖ Address to address should be from workplace to conference destination. If staying in a different hotel than the conference hotel, mileage can be calculated to hotel if distance is further than the conference hotel. (This must be noted on the travel request and reimbursement form)

Travel Credit Card:

All charges during the travel period must be paid with the travel card checked out from the Business Office. In order for the employee to check out a travel card a purchase order for the travel must be in the system. Campus cards should only be used to book hotels, pay for registration or booking transportation. **Reimbursements for personal credit card or cash payments are not allowed (unless emergency and approved by CFO).**