

TRAVEL REQUIREMENT UPDATE 2022-2023

❖ **One Day Travel**

➤ Day Trips **without** students:

- Submit and support the following information on travel reports:
 - ◆ Each person attending must do his/her own travel report
 - ◆ Tips and gratuities are **not** reimbursable
 - ◆ Time and date of departure and return must be included
 - ◆ Meal expenses will be reimbursed through payroll
 - ◆ Mileage will be reimbursed after the travel report has been approved

➤ Day Trips **with** students:

- Submit and support the following information on travel reports:
 - ◆ Actual itemized receipts required for **all** persons, per meal – this includes coaches/sponsors/bus drivers/employees
- OR**
- ◆ Meals report required for **ALL** persons, per meal – this includes coaches/sponsors/bus drivers/employees
 - ◆ When traveling with students, COACHES/SPONSORS meals are to be included in the Student Travel Cost Column. PLEASE do not separate adult and student meals.

❖ **Overnight Trips**

- Reimbursements will be *up to* the maximum per diem rate per day (\$55 per day \$15.00 Breakfast, \$17.00 Lunch, \$23.00 Dinner)
- An advance for meals and lodging may be requested prior to trip
- Mileage (if claimed) is reimbursed after the travel settlement report has been approved

❖ All Trips

- ***Effective September 1, 2022, the mileage reimbursement rate for personal vehicles is .625 cents per mile***
- Mileage is paid from 220 N. 17th Street, Ned., TX to destination. A mapping source (MapQuest) should be attached to travel report.
- NISD Instructional leave form should be completed for each employee traveling under the NISD name (includes nights and weekends).