~~**Reimbursements will be for District business purposes and must be reconciled within the fiscal year, July 1 through June 30.**~~

An advance or reimbursement request must be submitted for expenses that will be or are incurred for a District business purpose. Reimbursement requests for an advance must be submitted within 10 business days of completing Out-of-District travel and reconciled. All reimbursement requests for costs incurred by the District's fiscal year end (June 30) must be submitted to Accounts Payable by August 15.

Definitions

The following will apply:

- Supervisor is a District employee who ~~**has**~~ **is** assigned approval authority over the requesting employee ~~**and the expense**~~.
- Receipts are dated and ~~**detailed**~~ **itemized** documentation of the expenses incurred by the employee. The receipt ~~**should**~~ **must** display the amount paid**, method of payment (cash, debit, credit, etc.),** and the business name.
- In-District is travel within the District boundaries.
- District travel is travel from one District location to another District location.
- Local travel is travel within District boundaries to or from a non-District location.
- Out-of-District is travel outside of the District boundaries.
- Overnight travel is out-of-District travel that requires overnight accommodations during the trip.
- **Noncommercial accommodation means an apartment, condominium, or similar residential property.**
- ~~**A day means District business day.**~~
- **A business day will mean any day, other than a Saturday, Sunday, or day on which the District's Central Office is closed, as set forth in the District's Calendar Start and End Dates.**
- Justification (relating to any type of request) is a specific purpose and reason for the expense as it relates to District business.

- GSA is the U.S. General Services Administration. GSA Travel Allowance Guideline rates are on the GSA website.[1]
- ~~**Grant/special revenue/bond funds require itemized receipts up to the GSA rate.**~~
- General operating funds are local funds that are per diem applicable.

Reimbursement

Employees must submit their reimbursement request in the financial management system to obtain approval of the expenses associated with the travel. The supervisor will review the documentation submitted and approve the requests accordingly.

If the supervisor is not the budget holder, the request will automatically route to the appropriate budget holder. If special revenue funds are being used, the approved request will then route to a Special Revenue Funds Management approver.

All approved requests are forwarded to the Accounts Payable Department for processing.

Accounts Payable will review the request within 10 business days after the receipt of documentation. If required documentation is approved by the Accounts Payable Department, payment will be made within five **business** days.

Cancellation charges are reimbursable if canceled due to a business-related reason. Cancellation charges are also reimbursable for an employee-related illness or death of the employee or family member.

Non-Travel Reimbursement

With prior written approval of the employee's supervisor, an employee will be reimbursed for reasonable, allowable expenses incurred while conducting District business. The employee must obtain prior written approval through the Preapproval Request for Purchase and Reimbursement form and upload the approved form electronically via the financial management system.

Expenditures to be reimbursed must be allowable within the District's, school's, and/or department's authorized budget. This process may not be used to avoid the procurement process and reimbursements cannot be made for purchases from District-approved vendors.

Membership Fees / Dues

Membership fees or dues are allowable so long as membership is directly related to the employee's job and approved by the supervisor.

~~**Travel Reimbursement**~~

~~**Employee travel requests must be approved in advance by the supervisor and department head. Travel should be by the most direct route possible.**~~

~~**Travel documentation required for reimbursement may include but is not limited to the following:**~~

- ~~**Detailed, dated receipts (hotel, baggage).**~~
- ~~**Itemized meal receipts (grant and student travel only).**~~
- ~~**Transportation receipts (car rental, car service, airfare ticket).**~~
- ~~**Proof of attendance (badge, agenda, certificate of completion, admission ticket).**~~
- ~~**Conference agenda.**~~

~~**Employees will be reimbursed for travel expenses from funds (general, federal, or state), in accordance with the following guidelines:**~~

1. ~~**Airfare. Guidelines for airfare reimbursement will be as follows:**~~
    a. ~~**Employees should select the lowest fare available and should be purchased at least 21 days in advance of their travel.**~~
    b. ~~**Tickets purchased 21 days or less from the date of departure will require the additional approval of the traveler's Executive Director or above.**~~
    c. ~~**Only standard (coach/economy) fare is allowed.**~~
    d. ~~**Early check-in fees will be reimbursed.**~~
    e. ~~**Unused airfare tickets should be canceled in accordance with the commercial carrier's requirements. The employee should secure a refund or a credit for future travel for the District. If an airfare ticket is cancelled due to a District reason, the expense will be reimbursable. However, future use of any resulting airfare credit must be reserved for District travel. Reimbursement of a new airfare ticket will be reduced by the amount of the existing credit.**~~
2. ~~**Baggage charges will be reimbursed for up to two bags.**~~
3. ~~**Vehicle rentals. Guidelines for vehicle rentals will be as follows:**~~

a. Vehicle rentals will be economy class whenever possible.

b. The rental car agency's available comprehensive vehicle insurance coverage (both collision and liability insurance coverage) must be added to the rental vehicle.

c. Carpooling should be used when feasible. Only one employee is eligible for reimbursement.

4. Meals. Reimbursement is allowed if the travel is out of District and the duration of the travel is overnight (per IRS guidelines). Guidelines for meal reimbursement will be as follows:

a. Grant funds will be at cost, not to exceed the daily GSA Travel Allowance Guideline rates listed for the out-of-District destination. Grant/Local split funding for meals is not allowed.

b. Non-grant funds will be at the daily GSA Travel Allowance Guideline rates. No receipts are required for reimbursement. If receipts are submitted, reimbursement will be at cost.

c. Meal allowance will be reimbursed at 75 percent of the GSA Travel Allowance Guideline rates on the day of departure and day of return of travel. When no proof of overnight stay is available, meals are at cost (no per diem) and should not exceed GSA rates.

d. Meals paid for by conference registration fees will be deducted from the daily per diem as shown in the GSA Meals and Incidental Expense Breakdown[2] document.

e. When traveling with students, the actual costs of meals will be allowed, in lieu of per diem, not to exceed the GSA meal allowance per person. Breakfast, lunch, and dinner should be reported separately. Itemized receipts must be attached to the report. The number of persons eating, individual names, and the name of the group should also be included. Groups of 10 or more must use a Sales Tax Exemption Certificate. Tips in excess of 20 percent (before tax) are not allowed.

~~5. Lodging will be reimbursed at the cost of the room plus local tax. The cost of the room will be limited to the local GSA rate. The exceptions are as follows:~~

~~a. When staying in a conference hotel, conference literature identifying the specific hotel and the rate as designated for participants must be attached to the request in order to be reimbursed more than the GSA lodging rate hotel amount per person per night. In the absence of this documentation, or if there is no conference hotel, the District will reimburse up to the amount of the GSA rate plus tax.~~

~~b. If lodging cannot be found at the GSA rate for the destination, a written statement explaining the business reason for the rate increase and the manager's approval of the rate increase must be attached to the travel advance request and submitted before the start of the trip. If no travel advance was requested, the written statement must be attached to the expense reimbursement.~~

~~6. The District is exempt from (and will not pay) the state of Texas hotel occupancy and sales taxes. The tax exemption form should be presented at check-in.~~

~~7. Lodging may be allowed within the District boundaries at the supervisor's discretion.~~

~~8. Ride share, car service, public transportation, self-parking, valet parking, toll expenses, and allowable mileage reimbursement related to the operation of a personally owned or leased motor vehicle including tips is allowed while on District business.~~

~~9. Telephone calls, including local or long distance, or Internet access fees are reimbursable if the expense is for a business purpose.~~

Travel Approval

Employee travel requests must be approved in advance by the supervisor. If the supervisor is not the budget holder, the supervisor must obtain approval from the appropriate budget holder before approving employee travel requests in advance.

Travel Reimbursement with General Operating, Discretionary, Bond, and Activity Funds

Travel should be made by the most direct route possible.

Travel documentation required for reimbursement may include, but is not limited to, the following:

- **Itemized hotel receipt displaying name of business; service dates; daily room rate and applicable daily taxes; and payment method with a zero balance.**
- **For student travel only, itemized meal receipts displaying name of the business and method of payment, such as cash, debit, credit, etc.**
- **Transportation receipts (e.g., car rental, car service, airfare ticket, baggage receipt).**
- **Proof of attendance (e.g., badge, certificate of completion, admission ticket).**
- **Conference agenda.**

Employees will be reimbursed for travel expenses in accordance with the following guidelines:

1. **Airfare. Guidelines for airfare reimbursement will be as follows:**
   a. **Employees should select the lowest main cabin fare available, and when possible, should be purchased at least 21 calendar days in advance of their travel.**
   b. **Early check-in fees will be reimbursed.**
   c. **Unused airfare tickets must be canceled in accordance with the commercial carrier's requirements.**
   d. **The employee must secure a refund or a credit for future travel for the District.**
   e. **If an airfare ticket is canceled due to a District reason, the expense will be reimbursable.**
   f. **Future use of any resulting airfare credit must be reserved for District travel if the employee is reimbursed. Reimbursement of a new airfare ticket will be reduced by the amount of the existing credit.**
2. **Baggage. Charges for baggage will be reimbursed for up to two bags. Excess baggage or overweight charges are not an allowable expense.**
3. **Vehicle Rentals. Guidelines for vehicle rental reimbursement will be as follows:**
   a. **Vehicle rentals will be economy class whenever possible.**

b. The rental car agency's available comprehensive vehicle insurance coverage (both collision and liability insurance coverage) must be added to the rental vehicle.

c. Carpooling should be used when feasible. Only one employee is eligible for reimbursement.

d. Refueling for a vehicle rental is a reimbursable expense if it is prepaid at the rental agency or purchased at a fueling station.

e. A Global Positioning System (GPS) rental for a vehicle rental is not an allowable expense.

4. Ground Transportation. Ride share, car service, public transportation, self-parking, valet parking, toll expenses, allowable mileage reimbursement related to the operation of a personally owned or leased motor vehicle, and tips for ground transportation are allowed while on District business. Guidelines for ground transportation reimbursement will be as follows:

a. Transportation to/from meal locations within 20 miles roundtrip is eligible for reimbursement.

b. The following are not allowable expenses:

(1) Premium, luxury, or any similar ride share or car services. (e.g., Black, Black SUV)

(2) Transportation for entertainment.

(3) Ground transportation (e.g., Lyft, Uber, etc.) when a vehicle rental is secured, or mileage reimbursement is claimed.

5. Lodging. The cost of the room per day plus local tax or out-of-state taxes will be reimbursed at the local GSA rate. Guidelines for lodging reimbursement will be as follows:

a. When staying in a conference hotel, conference literature identifying the specific hotel and the rate as designated for participants must be attached to the request to be reimbursed more than the GSA lodging rate hotel amount per person per night. In the absence of this documentation, or if there is no conference hotel, the District will reimburse up to the amount of the GSA rate plus tax.

b. The District is exempt from and will not pay the state of Texas hotel occupancy and sales taxes.

c. The tax exemption form located on the Accounts Payable webpage[2] must be completed and presented at check-in.

d. Lodging within District boundaries may be allowed at the supervisor's discretion.

e. Expenses for overnight stays at noncommercial accommodations are not an allowable expense.

6. Meals. Reimbursement is allowed if the travel is out of District and the duration of the travel is overnight [per Internal Revenue Service (IRS) guidelines]. Guidelines for meal reimbursement will be as follows:

a. Meal reimbursement will not exceed the daily GSA Travel Allowance Guideline per diem rates listed for the out-of-District destination.

b. No receipts are required for reimbursement. If receipts are submitted, reimbursement will be at cost not to exceed the per diem rate.

c. The daily meal allowance will be reimbursed at 75 percent of the GSA Travel Allowance Guideline rates on the day of departure and the day of return of travel.

d. If the employee has an overnight stay but does not present a dated, itemized lodging receipt to prove the stay, meals are not reimbursable.

e. Meals paid for by conference registration fees will be deducted from the per diem rate as shown in the GSA Meals and Incidental Expense Breakdown[3] document.

f. The following are not allowable expenses:

(1) Tips for meals when receiving a per diem.

(2) Split funding using special revenue funds for meals and incidental rates.

(3) Ingredients for non-ready-made meals.

(4) Meals including tips for non-overnight stays.

(5) Cost of meals in excess of the daily Meal Allowance Rate for the travel destination.

g. For employees traveling with students, the guidelines for meal reimbursement will be as follows:

(1) For students in grades kindergarten through eight:

(a) Actual costs of meals will be allowed, not to exceed 60 dollars a day per person.

(b) The daily meal allowance will be reimbursed at 75 percent on the day of departure and day of return of travel.

(c) Breakfast, lunch, and dinner must be reported separately. Itemized receipts must be attached to the report.

(d) The number of persons eating, individual names, and the name of the group must also be included.

(e) Ingredients for non-ready-made meals, snacks, or drinks (e.g., soda, water, energy drinks, etc.) for students are allowable expenses.

(f) Tips of up to 20 percent (before tax) for meals are allowed for a group of five or more persons.

(2) For students in grades nine through 12:

(a) The total cost of meals for individual meals and group meals cannot exceed 60 dollars a day per person.

(b) The meal allowance will be at 75 percent on the day of departure and the day of return of travel.

(c) For individual meals, a student may be given cash for the student's meal allowance as follows:

i. 15 dollars for breakfast

ii. 20 dollars for lunch

iii. 25 dollars for dinner

(d) **For individual meals, a student meal allowance requires the following:**

i. **Student identification number**

ii. **Printed name of the student**

iii. **Signature of the student**

iv. **Amount given to the student**

(e) **For group meals, an individual student meal allowance is not an allowable expense.**

i. **Breakfast, lunch, and dinner must be reported separately. Itemized receipts must be attached to the report.**

ii. **The number of persons eating, individual names, and the name of the group must also be included.**

iii. **Ingredients for non-ready-made meals, snacks, or drinks (e.g., soda, water, energy drinks, etc.) for students are allowable expenses.**

iv. **Tips of up to 20 percent (before tax) for meals are allowed for a group of five or more persons.**

7. **Telephone calls, including local or long distance, or Internet access fees are reimbursable if the expense is for a business purpose.**

8. **Use of online travel websites or purchase of travel packages that do not itemize transportation, lodging, taxes, etc. may not be fully reimbursed.**

Travel Reimbursement with State and Federal Funds

Employee travel requests must be approved in advance by the supervisor. If the supervisor is not the budget holder, the supervisor must obtain approval from the appropriate budget holder before approving employee travel requests in advance.

Approval by the Special Revenue Department is required both before and after travel occurs. The employee is required to submit the Prior Authorization form located on the Special Revenue Funds Management webpage[4], if the employee chooses not to use the District travel agency.

Travel should be made by the most direct route possible.

Travel documentation required for reimbursement must include, but is not limited to the following:

- **Itemized hotel receipt displaying name of business; service dates; daily room rate and applicable daily taxes; and payment method with a zero balance.**
- **Itemized meal receipts displaying name of business and method of payment such as cash, debit, credit, etc.**
- **Transportation receipts (e.g., car rental, car service, airfare ticket, baggage receipt, car rental justification form if applicable).**
- **Proof of attendance (e.g., badge, certificate of completion, admission ticket).**
- **Conference agenda.**
- **Job-Related Training & Travel form.**

Employees will be reimbursed for travel expenses using special revenue funds in accordance with the following guidelines:

1. Airfare. Guidelines for airfare reimbursement will be as follows:

a. Employees should select the lowest fare available, and when possible, should be purchased at least 21 calendar days in advance of their travel.

b. Future use of any resulting airfare credit must be reserved for District travel if the employee is reimbursed. Reimbursement of a new airfare ticket will be reduced by the amount of the existing credit. Unused airfare tickets cannot be charged to special revenue funds.

c. The following are not allowable expenses:

(1) Early check-in fees.

(2) Airfare for Business, First Class, or the equivalent (i.e., Plus, Select, Preferred, Extra, Premium, etc.).

(3) Additional fees charged for "preferred" seating, "priority or early" boarding, or "extra legroom."

2. Baggage. Charges for baggage will be reimbursed for up to two bags. Excess baggage or overweight charges are not an allowable expense.

3. Vehicle Rentals. Guidelines for vehicle rentals will be as follows:

a. A Car Rental Justification form is required.

b. Vehicle rentals will be economy class whenever possible.

c. The rental car agency's available comprehensive vehicle insurance coverage (both collision and liability insurance coverage) must be added to the rental vehicle.

d. Carpooling should be used when feasible. Only one employee is eligible for reimbursement.

e. Refueling for a vehicle rental is a reimbursable expense if it is prepaid at the rental agency or purchased at a fueling station.

f. The following are not allowable expenses:

(1) A GPS rental for a vehicle rental.

(2) Ground transportation when a vehicle rental is secured.

4. Ground Transportation. Ride share, car service, public transportation, self-parking, valet parking, toll expenses, and allowable mileage reimbursement related to the operation of a personally owned or leased motor vehicle are allowed while on District business. Guidelines for ground transportation reimbursement will be as follows:

a. Transportation to/from meal locations within 20 miles roundtrip is eligible for reimbursement.

b. The following are not allowable expenses:

(1) Premium, luxury, or any similar ride share or car services. (e.g., Black, Black SUV)

(2) Tips for ground transportation.

(3) Transportation for entertainment.

(4) Ground transportation (e.g., Lyft, Uber, etc.) when a vehicle rental is secured, or mileage reimbursement is claimed.

5. Lodging. The cost of the room per day plus local tax or out-of-state taxes will be reimbursed at the local GSA rate per person. Guidelines for lodging reimbursement will be as follows:

a. The District is exempt from and will not pay the state of Texas hotel occupancy and sales taxes.

b. The tax exemption form located on the Accounts Payable webpage[5] must be completed and presented at check-in.

c. If lodging cannot be found at the local GSA rate for the destination, the overage must be paid from local funds if approved by the supervisor.

d. The following are not allowable expenses:

(1) Lodging within District boundaries.

(2) Expenses for overnight stays at noncommercial accommodations.

6. Meals. Reimbursement is allowed if the travel is out of District and the duration of the travel is overnight (per IRS guidelines). Guidelines for meal reimbursement will be as follows:

a. Meal reimbursement will be at cost including taxes, not to exceed the daily GSA Travel Allowance Guideline rates listed for the out-of-District destination.

b. Itemized receipts are required for reimbursement.

c. The daily meal allowance will be reimbursed at 75 percent of the GSA Travel Allowance Guideline rates on the day of departure and day of return of travel.

d. Meals paid for by conference registration fees will not be reimbursed.

e. The following are not allowable expenses:

(1) Tips for meals.

(2) Split funding using local funds for meals and incidental rates.

(3) Ingredients for non-ready-made meals.

(4) Snacks or drinks (e.g., soda, water, energy drinks, etc.).

(5) Meals including tips for non-overnight stays.

(6) Cost of meals in excess of the daily Meal Allowance Rate for the travel destination.

f. For employees traveling with students, additional guidelines for meal reimbursement will be as follows:

(1) Prior approval is required for student travel meal allowance.

(2) Actual costs of meals will be allowed, in lieu of per diem, not to exceed the daily GSA meal allowance per person.

(3) The daily meal allowance will be reimbursed at 75 percent of the GSA Travel Allowance Guideline rates on the day of departure and day of return of travel.

(4) Breakfast, lunch, and dinner must be reported separately. Itemized receipts must be attached to the report.

(5) The number of persons eating, individual names, and the name of the group must also be included.

7. Use of online travel websites or purchase of travel packages that do not itemize transportation, lodging, taxes, etc. may not be fully reimbursed.

State or Federal ~~Expense~~ Reimbursement Travel Rules

In addition to previously listed regulations, the following rules will apply to state or federally funded/supported travel:

1. Expenses will be reimbursed from the state or federal funds authorized or appropriated for such travel.
2. Travel reimbursement from state and federal funds may not exceed allowed levels approved by the Education Department General Administrative Regulations (EDGAR) or the levels allowed by state or federal grant, whichever is more restrictive.
3. Expenditures that are reasonable, allowable, and allocable to the federal grant may be reimbursed.

4. The employee must document that travel and participation is necessary to the federal grant program. If travel was not necessary to the grant program, reimbursement from federal funds will not be permissible.

5. State rates are adjusted as changes are made at the state level.

Prohibited and Nonreimbursable Expenses

The following expenditures are prohibited and not reimbursable by the District:

- **Any expense that does not relate to official District business.**
- **Expenses incurred during previous fiscal years.**
- **Expense reports received after August 15 requesting reimbursement for prior year expenses.**
- **Expenses that violate the District's procurement policy.**
- **Per diem while in-District.**
- **Alcoholic beverages.**
- **Pre- or post-convention social/recreational activity fees.**
- **Entertainment expenses.**
- **Personal travel insurance.**
- **Personal travel.**
- **Personal expenses or guest expenses.**
- **Temporary dependent care costs.**

District and Local Mileage Reimbursement

Employees will receive actual mileage expense ("mileage in lieu of allowance"), in accordance with the following guidelines:

1. Expenses for in-District travel will be reimbursed.

2. Pre-approval is not required for an employee to perform in-District travel that is a part of the employee's duties.

3. The District will reimburse employees for official business mileage driven based on Dallas ISD City to City Mileage Guide (for District travel) or the shortest route between points determined by the District preferred electronic web mapping service (for local travel), at the current per mile rate established by the state comptroller in the mileage guide.

4. All employees must submit a request for reimbursement of in-District mileage, subject to budget-holder approval.

5. In computing District and local mileage, the following guidelines will be observed:

   a. Home to District location = no mileage paid.

   b. Home to non-District location within the District boundaries = no mileage paid.

   c. District location to District location = mileage paid.

   d. District location to non-District location within the District boundaries = mileage paid.

   e. Non-District location to home = no mileage paid.

   f. District location to home = no mileage paid.

~~**Prohibited and Nonreimbursable Expenses**~~

~~**The following expenditures will not be considered for reimbursement by the District:**~~

~~**1. Any expense that does not relate to official District business.**~~

~~**2. Per diem while in-District.**~~

~~**3. Meals amount in excess of the Meal Allowance Rate for the travel destination.**~~

~~**4. Tips or gratuities for meals.**~~

~~**5. Pre- or post-convention social/recreational activity fees.**~~

~~**6. Temporary dependent care costs.**~~

~~**7. Personal travel insurance.**~~

~~**8. Expenses incurred during previous fiscal years.**~~

~~**9. Personal expenses or guest expenses.**~~

~~**10. Entertainment expenses.**~~

~~**11. Alcoholic beverages.**~~

~~**12. Excess baggage or overweight charges.**~~

~~**13. Additional fees charged for "preferred" seating or "priority" boarding.**~~

~~**14. A GPS rental for a vehicle rental.**~~

~~**15. Refueling charges at the rental agency.**~~

~~16. State of Texas occupancy or sales tax for lodging.~~

~~17. Expenses for overnight stays at noncommercial lodging establishments.~~

~~18. Expenses that violate the District procurement policy.~~

~~19. Personal travel.~~

~~20. Use of online travel websites or purchasing travel packages (through airlines, hotels, etc.) and resulting expenditures may not be reimbursed.~~

Travel Advance

A travel advance to an employee is permissible for lodging and ~~transportation~~ **car rental** and will be paid out no more than ~~45~~ **30 calendar** days and not less than 10 **business** days before the event. Employees must submit the advance request to their supervisor to obtain approval of the estimated expenses associated with the travel. The supervisor will review the documentation submitted and approve the requests accordingly. Upon approval, if the supervisor is not the final budget holder, the request will automatically route to the appropriate budget holder. If special revenue funds are being used, the approved request will then route to a Special Revenue Funds Management approver. All approved requests are forwarded to the Accounts Payable Department for processing. Requests must reach Accounts Payable Department timely to be able to ensure advance payment is issued prior to the beginning of travel.

A reconciliation for a travel advance must be submitted within ~~20~~ **10 business** days after the return date of travel. All advance reconciliations must be completed prior to July 1 of the same year in which the advance occurred. If a reimbursement is due to the District, then the funds should be submitted to Treasury Services. If the receipts equal the amount of the advance, a report is still due within ~~20~~ **10 business** days after the return date of travel. Failure to reconcile the advance within ~~20~~ **10 business** days of the designated event will result in a payroll deduction. The employee will not be eligible to receive future advances.

Prepayment to Vendor

A prepayment through purchase order or check request to the vendor is permissible for registration. Hotel, airfare, and car rental payments for travel should be booked through the District's travel agency.

Prepayment by Travel Agency

Airfare, lodging, and car rentals can be booked and paid through the District's travel agency.

Special Category

Travel requests may be granted for special purposes and must be approved by the appropriate chief. **Travel using special revenue**

	funds for nonemployees requires prior approval from the Texas Education Agency (TEA) before travel takes place. Travel for nonemployees must be booked through the District's travel agency. The District will reimburse meals and mileage for nonemployees.
Travel Allowance for Designated Personnel	A monthly travel allowance, in lieu of the District's mileage reimbursement, in the amount of $500 is provided to designated executive directors and above. **Special revenue funds cannot be used for monthly travel allowances.**
Travel by Persons Not Employed by the District	For provisions regarding parents, students, or other individuals not employed by the District traveling on behalf of the District, see GKE(LOCAL).
Overpayment	**The District will attempt to recoup an overpayment of a reimbursement request in compliance with any applicable law. The employee will be responsible for making arrangements to repay the overpaid amount to the District.**
Exceptions	Exceptions may be made to this regulation by the Superintendent of Schools or designee.
Adoption or Last ~~Amended~~ Amendment Date	This regulation was last amended on ~~**October 25, 2019**~~ **September 21, 2026**.

[1] GSA Travel Allowance Guidelines: ~~http://www.gsa.gov/perdiem~~ https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem

~~[2] GSA Travel Allowance Guidelines: http://www.gsa.gov/perdiem~~ [2] Accounts Payable webpage: https://www.dallasisd.org/departments/accounts-payable/accounts-payable

[3] GSA Meals and Incidental Expense Breakdown: https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem

[4] Special Revenue Funds Management webpage: https://www.dallasisd.org/departments/special-revenue-funds-management/special-revenue-funds-management

[5] Accounts Payable webpage: https://www.dallasisd.org/departments/accounts-payable/accounts-payable