

Poth ISD

Staff Travel and Vehicle Reimbursement

Travel Expense Reimbursement (Board Policy: DEE)

Before any travel expenses are incurred by an employee, the employee's supervisor and the Chief Financial Officer must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Vehicle Reimbursement (District Policy)

Employees traveling on official Poth ISD business must request a district vehicle at least three days before the scheduled trip.

- If a district vehicle is unavailable, the employee may use a personal vehicle and receive mileage reimbursement at the current state reimbursement rate.
- If a district vehicle is available, the destination is less than 50 miles one way from Poth ISD, and the employee chooses to use a personal vehicle, mileage reimbursement will not be provided.
- For destinations more than 50 miles one way from Poth ISD, an employee may choose to use a personal vehicle despite the availability of a district vehicle, in which case the employee may receive fuel reimbursement. The reimbursement will be calculated by dividing the approved travel mileage by 20 miles per gallon and multiplying the result by the district's bulk fuel rate for gasoline in effect at the time of travel.
 - Reimbursement requests must be submitted within 3 district operating days of the return date of the trip to be eligible for reimbursement. The request form can be found on the district's website under For Staff > Staff Forms.
 - Reimbursements will be made to the employee through the district's accounts payable process.