LA VEGA INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS - OUT-OF-DISTRICT STAFF TRAVEL

Administrators responsible for approving travel plans should ensure that all approved travel is in accordance with Board policy, Board action, and administrative guidelines. All travel expenditures, regardless of funding source, must comply with the District's travel policies and procedures.

These regulations are established to:

1. Ensure compliance with applicable Internal Revenue Service (IRS) business expense regulations;
2. Comply with applicable federal and state laws and regulations; and
3. Establish consistent and equitable guidelines for all persons traveling on behalf of the District.

INSTRUCTIONS FOR COMPLETING THE TRAVEL REQUEST FORM

I. Philosophy

The District recognizes that membership in professional organizations and attendance at professional meetings may enhance an employee's value to the District. Travel arrangements should be planned using the most economical means available while accomplishing the intended purpose of the travel.

II. General Procedures

An approved Travel Request Form is required for all out-of-district travel that:

1. Extends beyond a 50-mile radius of Waco; or
2. Requires reimbursement or payment of travel-related expenses.

The Travel Request Form must be submitted to the employee's supervisor for approval and forwarded to the Business Office at least 20 days prior to travel. The Business Office will review the request for budget availability and final approval.

The District is tax-exempt; therefore, state sales tax is not reimbursable. When itemized receipts are required, credit card statements are not acceptable substitutes.

20-DAY SUBMISSION REQUIREMENT

Submit the Travel Request Form and required documentation at least 20 days prior to travel.

III. ESTIMATED EXPENSES AND PREPAYMENT

A. Travel Request and Required Documentation

The Travel Request Form must be completed in full, and all required supporting documentation must be attached.

The employee is responsible for submitting the completed Travel Request Form and supporting documentation to their supervisor for approval. Once supervisor approval is obtained, a requisition must be entered with all required documentation attached no later than 20 days prior to travel for Business Office approval.

If a travel advancement is requested and approved (local-funded travel only), the advancement will include mileage and the hotel room rate only.

B. Registration Fees

Registration fees may be prepaid. Employees should request payment through a Purchase Order (preferred) or Payment Request. The correct vendor, payment due date, and invoice total must be clearly identified.

The Business Office will issue payment according to the normal accounts payable schedule. Registration fees paid personally by an employee may be reimbursed with Business Office approval.

C. Transportation

The Travel Request Form must identify the type(s) of transportation to be used and any applicable purchase order numbers.

Mileage - Personal Vehicle

Travel by personal vehicle will be reimbursed at the current IRS-approved mileage rate. Mileage claims must originate at the applicable departure address and end at the hotel or approved destination address. Driving directions or a mileage map must be attached to the Travel Request Form as supporting documentation.

When employees are traveling as a group, carpooling is required when practical. Exceptions must be approved by the Business Office.

District Vehicle

District vehicles are available upon request and are encouraged for group travel when appropriate.

Rental Vehicle

Vehicle rentals require prior approval from the Business Office. A requisition and rental quote should be submitted at least 20 days prior to travel.

Airfare

Airfare must be approved by the Business Office prior to purchase. Travelers must select the most economical reasonable route and utilize available group or government rates when applicable.

D. Parking, Tolls, and Rideshare

Parking, tolls, rideshare, and similar transportation expenses will be reimbursed at actual allowable cost, less any non-reimbursable sales tax.

RECEIPTS REQUIRED

Itemized receipts are required for reimbursement and must clearly reflect the date, location, and amount paid.

E. Lodging

Employees are responsible for payment to the hotel and will be reimbursed for allowable lodging expenses upon return. Upon request, the District may advance the employee's hotel room rate. Requests for lodging advances must be submitted at least 20 days prior to travel.

Lodging rates exceeding $250.00 per day, or the maximum allowable rate applicable to federal or state funding, must receive prior approval from the Business Office.

Employees are responsible for completing and providing the appropriate Hotel Occupancy Tax Exemption Form to the hotel. Forms are available on the District website under the Business Office Forms tab. The District will not reimburse Texas state hotel occupancy tax.

Third-Party Booking Sites

The District discourages the use of third-party booking sites such as Hotels.com and Expedia because tax exemptions and itemized hotel receipts may not be available. Employees who choose to use third-party booking sites are responsible for any expenses that are not allowable or cannot be properly documented.

FINAL HOTEL FOLIO REQUIRED

An itemized final hotel folio is required for reimbursement and documentation of lodging expenses. Credit card statements are not acceptable substitutes.

F. Meals/ Per Diem

Meals associated with travel within a 50-mile radius of Waco will not be reimbursed. In accordance with IRS regulations, meal reimbursements for travel that does not include an overnight stay may be considered taxable income.

For approved travel paid from local funds, the District will reimburse employees for meals at a rate of $63.00 per full travel day. For partial travel days, meal reimbursement will be based on the employee's departure and return times and will include only the applicable meals:

BREAKFAST	LUNCH	DINNER
$16.00	**$19.00**	**$28.00**

For travel paid from federal or state funds, applicable GSA rates and funding requirements must be followed. See below Federal Travel Key Requirements for more information.

IV. UPON RETURN FROM TRAVEL

Upon return, the employee must complete the Travel Request Form and attach all required supporting documentation. The completed travel packet must be approved by the employee's supervisor and forwarded to the Business Office within 20 days of the employee's return date. The Business Office will review the documentation and, upon approval, process any allowable reimbursement according to the normal accounts payable schedule.

TRAVEL CLOSEOUT

EMPLOYEES ARE ENCOURAGED TO CLEAR ALL OUTSTANDING TRAVEL REQUESTS BEFORE TAKING A SUBSEQUENT TRIP.

FEDERAL TRAVEL - KEY REQUIREMENTS

TRAVEL ADVANCES

Travel advances are not permitted for expenses charged to federal funds.

MILEAGE

Mileage will be reimbursed upon return at the current applicable mileage rate. MapQuest directions must be attached as supporting documentation and must begin at the departure address and end at the hotel or approved destination address.

LODGING

Federal funds may cover lodging up to the applicable GSA lodging rate, based on the destination and month of travel. Any nightly amount exceeding the GSA rate may be charged to an allowable local funding source with prior Business Office approval.

MEALS / PER DIEM

Federal meal reimbursement is limited to the actual allowable amount spent, not to exceed the applicable GSA meal allowance. The District does not reimburse the incidental expense portion of the GSA per diem. Travel days are limited to 75% of the applicable GSA meal rate. Meals must include food and a beverage. Alcohol is not reimbursable. A beverage purchased alone, such as coffee, is not reimbursable. Sales tax and tips are not reimbursable expenses.

Daily Lodging Rates (Excluding Taxes) | October 2026 - September 2027

DESTINATION	COUNTY / AREA	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	MEAL PER DIEM FULL DAY RATE
Standard Rate	Applies to all locations without specified rates	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	**$63**
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	$192	$192	$192	$192	$192	$192	$192	$192	$192	$192	$192	$192	**$75**
Austin	Travis	$184	$184	$184	$184	$184	$184	$184	$184	$184	$184	$184	$184	**$75**
Big Spring	Howard	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	**$63**
Dallas	Dallas	$184	$184	$184	$184	$184	$184	$184	$184	$184	$184	$184	$184	**$75**
Galveston	Galveston	$116	$116	$116	$116	$116	$116	$116	$116	$154	$154	$116	$116	**$69**
Houston	Montgomery / Fort Bend / Harris	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	**$75**
Midland / Odessa	Midland / Andrews / Ector / Martin	$136	$136	$136	$136	$136	$136	$136	$136	$136	$136	$136	$136	**$69**
Pecos	Reeves	$125	$125	$125	$125	$125	$125	$125	$125	$125	$125	$125	$125	**$69**
Plano	Collin	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	$133	**$75**
San Antonio	Bexar	$149	$149	$149	$149	$149	$149	$149	$149	$149	$149	$149	$149	**$69**
South Padre Island	Cameron	$123	$123	$123	$123	$123	$140	$140	$140	$160	$160	$123	$123	**$69**

GSA Meal Per Diem | October 2026 - September 2027

Total (Full-Day Rate)	Continental Breakfast / Breakfast	Lunch	Dinner
$63 (75% = $47.25)	$16 (75% = $12.00)	$19 (75% = $14.25)	$28 (75% = $21.00)
$69 (75% = $51.75)	$18 (75% = $13.50)	$20 (75% = $15.00)	$31 (75% = $23.25)
$75 (75% = $56.25)	$20 (75% = $15.00)	$22 (75% = $16.50)	$33 (75% = $24.75)
$81 (75% = $60.75)	$22 (75% = $16.50)	$23 (75% = $17.25)	$36 (75% = $27.00)
$87 (75% = $65.25)	$23 (75% = $17.25)	$26 (75% = $19.50)	$38 (75% = $28.50)

TRAVEL DAYS ARE ALLOTTED 75%

Eligible travel days are reimbursed at 75% of the applicable GSA meal rate.

For travel paid from federal or state funds, applicable GSA rates and funding requirements must be followed.