



San Antonio Independent School District

Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	TRAVEL OUT OF STATE												
<p style="text-align: center;"><u>MEALS</u></p> <p>Partial Day Travel - District reimbursement is based on departure and return times.</p> <p>Full Day Travel One day travel – no meal allowance due to IRS ruling</p>	<p><u>INSTATE PER DIEM</u></p> <p>Breakfast - \$ 11.00 Lunch - \$ 16.50 Dinner - \$ 27.50</p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="color: red;"> <th>MEALS ALLOWED</th> <th>DEPARTURE ON OR BEFORE</th> <th>RETURN TIME AFTER</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td>7:00 AM</td> <td>8:00AM</td> </tr> <tr> <td>LUNCH</td> <td>11:00AM</td> <td>1:00PM</td> </tr> <tr> <td>DINNER</td> <td>6:30PM</td> <td>7:30PM</td> </tr> </tbody> </table> <p style="color: blue; font-weight: bold; text-align: center;"><u>\$55.00</u> Per Diem in State of Texas per day</p>	MEALS ALLOWED	DEPARTURE ON OR BEFORE	RETURN TIME AFTER	BREAKFAST	7:00 AM	8:00AM	LUNCH	11:00AM	1:00PM	DINNER	6:30PM	7:30PM	<p><u>OUT OF STATE PER DIEM</u></p> <p>Breakfast - 20% Lunch - 30% Dinner - 50%</p> <p>* Percentage of Allowable Rate for Destination</p> <p style="color: red; font-weight: bold;">Allowable Rate according to GSA for Out of State Travel. Use SAISD Home Page on Travel Website “U.S. General Services Administration (GSA)” web site.</p>
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<p>TRANSPORTATION</p> <p>- By Personal Auto - By Airline</p>	<p>Mileage traveled at .56 per mile (per Official State Mileage Guide)</p> <p style="color: red; font-weight: bold;">Lowest available coach rate - RECEIPT REQUIRED</p>													
<p>LODGING</p>	<p>HOTEL RECEIPT REQUIRED for each person traveling</p> <p>Rates per night are not to exceed the GSA guidelines for either local or federal funds. Any rates funded by Local Funds may exceed the GSA guidelines with approval by Assoc. Superintendent for Business or his designee.</p> <p>To determine Lodging Rate use GSA on Travel Website “U.S. General Services Administration (GSA)”</p>													
<p>OTHER EXPENSES</p> <p>- Registration fees - Seminar materials - Banquet fees - Bus, taxi, etc. - Parking fees, tolls - Rental Vehicles</p>	<p>Actual Cost - RECEIPTS REQUIRED</p> <p>Exception: expenses for which no receipts were obtainable (such as parking meter, tolls and bus fares) not to exceed \$10.00 per destination.</p> <p>Cost of <u>rental vehicle</u> will only be reimbursed if the use of a rental vehicle was pre-approved by Sr. Exec. Director level administrator or above.</p> <p>Meals Receipts required when expenses reimbursed by Federal Funds and State Funds.</p>													

MEALS:

- a. Employee must travel outside the San Antonio Metropolitan Area.
- b. Alcoholic beverages will not be reimbursed
- c. Allowable per diem amount is based on the departure and arrival times and GSA

TRANSPORTATION:

Airline:

Travelers without a Purchase Card are encouraged to use the District approved Travel Agency for purchase of Airline Tickets

Auto:

- a. Mileage is based on the shortest route between origin and destination. (Map Quest)
- b. Total auto mileage claim is limited to:
 - 1) Lowest Airline Fare (coach) to the same destination.
 - 2) If Traveler is commuting daily, in lieu of overnight stay, reimbursement will be limited to the lesser cost of commuting or staying overnight at meeting site.
- c. **Employees must carpool when two or more are attending the same conference. If compact car or pick up truck is used, carpooling may be two per car.**

RECEIPTS:

Receipts for employee’s meal are not required depending on Funding. Proper receipts, whether paid by cash or credit card, shall evidence all expenses.

Receipts for student, chaperons and parent meals are required.