



Judson 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 / Full Day Travel</p> <p>District reimbursement is based on departure and return times.</p> <p>Alcoholic beverages will not be reimbursed.</p> <p>Itemized meal receipts required whether paid by cash or credit card</p> <p>Receipts for student and parent meals are required and must be itemized.</p>	<p style="text-align: center;"><u>IN STATE PER DIEM</u></p> <p style="text-align: center;">Breakfast - \$ 7.00 Lunch - \$ 11.00 Dinner - \$ 18.00</p> <table border="1" style="width: 100%; margin: 10px auto;"> <thead> <tr> <th style="width: 33%;">MEALS ALLOWED</th> <th style="width: 33%;">DEPARTURE ON OR BEFORE</th> <th style="width: 33%;">RETURN TIME AFTER</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td style="text-align: center;">7:00 AM</td> <td style="text-align: center;">8:00AM</td> </tr> <tr> <td>LUNCH</td> <td style="text-align: center;">11:00AM</td> <td style="text-align: center;">1:00PM</td> </tr> <tr> <td>DINNER</td> <td style="text-align: center;">6:30PM</td> <td style="text-align: center;">7:30PM</td> </tr> </tbody> </table> <p style="text-align: center;">\$36 day per diem (3 meal receipts) See per meal maximum allowed above (Receipts are reimbursed at actual amount if less than per meal maximum)</p> <p style="text-align: center;">ITEMIZED RECEIPTS REQUIRED</p> <p style="text-align: center;"><i>Tips will not be reimbursed</i></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 style="text-align: center;"><u>OUT OF STATE PER DIEM</u></p> <p>State Guidelines must be followed and all out of state travel must include written approval by the District Superintendent on each reimbursement form.</p> <p>Written documentation with appropriate approval must be attached to all documentation which is to be processed through the Accounts Payable Department.</p> <p>Travel being paid from Federal Funds must be submitted to Federal Programs and Grants for approval prior to being submitted to the Accounts Payable Department.</p>
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<p>TRANSPORTATION</p> <ul style="list-style-type: none"> - By Personal Auto - By Airline (with P/O to Universal Travel) <p>Employees are responsible for making their own arrangements, unless otherwise instructed.</p>	<p>Mileage traveled at \$.50 per mile (effective 1-1-10)</p> <p>Mileage is based on the shortest route between origin and destination, as determined by MapQuest. (Origin = campus/district office, not employees home).</p> <p>Travelers must claim mileage by listing their odometer reading for all miles traveled.(see mileage chrt)</p> <p>Employees should carpool when two or more are attending the same conference.</p> <hr/> <p>Lowest available coach rate – PURCHASE ORDER REQUIRED</p> <p>Travelers should use the District approved Travel Agency (Universal Travel)</p>													
<p>LODGING</p> <p>Employee is responsible for making arrangements.</p>	<p>Most reasonable daily rate – ITEMIZED HOTEL RECEIPT REQUIRED (rooms must be shared) (Federal Funds are restricted to \$85 per day. (DO NOT BOOK ROOMS THRU .COMS) (Contact Federal Programs and Grants for pre-approval prior to making any travel arrangements.)</p>													
<p>OTHER EXPENSES/ REIMBURSEMENT</p> <ul style="list-style-type: none"> - Registration fees - Seminar materials - Banquet fees - Bus, taxi, etc. - Parking fees, tolls - Rental Vehicles <p>ALL ABOVE WILL BE REIMBURSED WITH AN ITEMIZED RECEIPT – NO EXCEPTIONS</p> <p>Travel is reimbursed monthly</p>	<p style="text-align: center;">Actual Cost - RECEIPTS REQUIRED</p> <p>NO Exceptions: Expenses for which a receipt was not obtainable, will not be reimbursed.</p> <p>Proper receipts, whether paid by cash or credit card, shall evidence all expenses.</p> <p>Cost of rental vehicles will only be reimbursed if the use of a rental vehicle was pre-approved. You are required to use a Purchase Order for all vehicle rentals.</p> <p>Registration, Seminar and Membership fees shall be paid to the organization only. (no liability ins.)</p> <p>A settlement and reimbursement form shall be completed and submitted to the accounting office no later than the 15th day of the following month. If the deadline is not met, payment will be forfeited. The official district Travel Expense Report must be used, no exceptions.</p> <p>Conference information must be attached to all documentation.</p> <p>Receipts must be taped to a blank sheet of paper in date order and attached to the Travel settlement form. Forms must be completed in ink</p>													