

YOAKUM INDEPENDENT SCHOOL DISTRICT EMPLOYEE OUT OF DISTRICT TRAVEL REIMBURSEMENT CLAIM FORM

Use this form to document expenses incurred for travel on school business outside YISD. Travel reimbursement will only be paid if expenses have been approved before the trip. Receipts must be attached for lodging and other travel expenses. Meal reimbursement does require receipts and documentation of departure & return time is required. If you have questions, please contact the Superintendent.

Employee: _____ School / Dept: _____
(Please Type or Print)

Hotel Expense: _____ nights @ \$ _____ per night + _____
The maximum expense for lodging is \$ 85.00 per night per person, for reimbursement from local funds. Amounts above maximum must be pre-approved.
The district does not reimburse State of Texas sales tax. So, get your Texas Hotel Occupancy Tax Exemption Certificate before you go.

Total Mileage Claim: (Fill out page 3 for documentation) + _____
(Instructions for page 3 are on page 2)

Total Meal Claim: (Fill out page 5 for documentation) + _____
(Instructions for page 5 are on page 4)

Additional Expenses: (List expenses on line below) + _____

Total of Expenses _____

Advance for Hotel Expense: + _____

Advance for Meal Expense: + _____

Total of Advances _____

The amount of the claim is **Total of Expenses – Total of Advances** = _____

Budget Code: _____

Budget Code: _____

Signature of Claimant Date

Signature of Principal Date

Signature of Superintendent Date

INSTRUCTIONS – MILEAGE DOCUMENTATION FORM

A complete description must be provided when documenting mileage. The district will reimburse for one vehicle to a professional or job related destination where one or more persons will be attending. Mileage will be paid for other vehicles when large number of employees dictates the use of another vehicle. The current rate for travel reimbursement is \$.40 per mile.

Please follow the examples below when filling out mileage documentation.

Date	Mileage Description	Miles
09/01/06	From: <u>Yoakum, Texas</u>	
	Destination: <u>Region III ESC, Victoria, Texas</u>	
	Purpose of Trip: <u>Workshop – TAAS Remediation</u>	78
09/02/06	From: <u>Yoakum, Texas</u>	
	Destination: <u>Convention Center, Austin, Texas</u>	
	Purpose of Trip: <u>Mid-Winter Conference</u>	178
	Total Miles	256
	Total Mileage Claim: <u>256</u> miles @ \$.40 per mile	\$ <u>102.40</u>

Round Trip Mileage – Maximum Allowed

Yoakum Independent School District to:

Altair	96	Cuero	34	George West	201	Mathis	204	Sealy	166
Abilene	610	Dallas	538	Hallettsville	36	McAllen	492	Seguin	122
Alice	264	Del Rio	506	Harlingen	484	Moulton	40	Sheridan	68
Angleton	250	Devine	256	Hays Consolidated	157	Mullens	408	Shiner	20
Aransas Pass	220	Dripping Springs	190	Hitchcock	296	Navasota	234	Sinton	196
Austin	178	Eagle Lake	114	Hondo	274	Needville	212	Smithville	114
Arlington	635	East Bernard	148	Houston	244	New Braunfels	150	Smithson Valley	180
Bandera	282	Edinburg	468	Hungerford	172	Nixon	104	Stafford	242
Banquette	260	Edna	78	Huntsville	322	Nordheim	84	Stockdale	126
Bastrop	136	El Campo	132	Inez	94	Palacios	164	Sweeny	214
Bay City	172	Elgin	170	Ingelside	238	Pasadena	167	Sweet Home	16
Beeville	154	El Maton	148	Jourdanton	220	Pleasanton	210	Taft	230
Bellville	194	El Paso	1316	Karnes City	130	Port Aransas	234	Taylor	202
Belton	270	Ezzell	40	Katy	204	Port Lavaca	132	Temple	286
Bishop	274	Falfurrias	336	Kenedy	118	Poth	168	Thorndale	228
Blanco	206	Falls City	150	Kerrville	302	Premont	318	Three Rivers	182
Blessing	146	Flatonia	60	Kingsville	286	Randolph – S.A.	197	Tivoli	142
Bloomington	104	Floresville	160	La Grange	104	Refugio	150	Vanderbilt	106
Boerne	234	Ft. Worth	526	Lake Jackson	262	Rice	96	Van Vleck	184
Boling	182	Fredericksburg	330	Lake Travis	218	Robstown	240	Victoria	78
Brenham	184	Freeport	272	Laredo	426	Rockdale	220	Victoria Retreat	138
Carrizo 'Springs	408	Freer	290	Laverna	156	Rockport	206	Waco	358
Castroville	236	Galveston	320	Lockhart	118	Rosenburg	180	Weimar	84
Cedar Park	216	Ganado	94	Louise	110	Round Rock	214	West Columbia	220
Charlotte	242	Georgetown	234	Luling	88	Saint Gerard	192	Wharton	160
Clute	270	Giddings	144	Lubbock	920	San Angelo	568	Wimberly	168
College Station	262	Goliad	96	Magnolia	268	San Antonio	192	Yorktown	68
Columbus	114	Gonzales	54	Manor	192	San Marcos	138	Zepher Bap.Camp	245
Corpus Christi	236	Gregory-Portland	220	Marble Falls	276	Schulenburg	70		

Date	Mileage Description	Miles
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____	From: _____ Destination: _____ Purpose of Trip: _____	_____
Total Miles		_____
Total Mileage Claim: _____ miles @ \$.40 per mile		\$ _____

INSTRUCTIONS – MEAL DOCUMENTATION FORM

Receipts are required for reimbursement of meal expenses when attending a school related function (workshop, clinic, conference, etc.) It is required to completely fill out this form. When expense checks are issued in advance, please turn in the check stub with this form for documentation. In accordance with school policy, if you do not fill out the Meal Documentation Form you will be responsible for returning money advanced to you.

The reimbursement rate is as follows:

Breakfast: \$6.00 Lunch: \$9.00 Dinner: \$15.00* Total: \$30.00 per day

*Athletics scouts will be reimbursed a maximum of \$10.00 for dinner.

To earn Breakfast you must leave before 7:00 A.M. and not return before 12:00 P.M.

To earn Lunch you must leave before 11:00 A.M. and not return before 4:00 P.M.

To earn Dinner you must leave before 4:00 P.M. and not return before 6:00 P.M.

To earn Total you must leave before 7:00 A.M. and not return before 6:00 P.M.

You may choose to use all \$30.00 for one meal if you are gone for the whole day.

Meals are taxable unless they are considered “business meals.” An employee cannot have a business meal dining alone. Documentation is required regarding the identity of participants of the meal and the subject matter.

Example

Date 09/06/06 Departure Time 10:30 A.M. Return Time 4:30 P.M.

Breakfast: Dined with _____ Subject matter _____

Lunch: Dined with Dr. J. Doe Subject matter New TEA Requirement on Audit Reports

Dinner: Dined with _____ Subject matter _____

Purpose of Trip: Workshop on New TEA Requirements on Audit Reports

Claim for the Day: \$ 7.50

Date 09/01/06 Departure Time 6:30 A.M. Return Time 6:30 P.M.

Breakfast: Dined with Jane Doe & John Doe Subject matter Funding for School in Texas

Lunch: Dined with Jane Doe Subject matter State Compensatory Ed. Audit

Dinner: Dined with John Doe Subject matter Funding needed for Audit work

Purpose of Trip: Various Workshops and Seminars on upcoming changes for school funding

Claim for the Day: \$ 30.00

Date _____ Departure Time _____ Return Time _____

Breakfast: Dined with _____ Subject matter _____

Lunch: Dined with _____ Subject matter _____

Dinner: Dined with _____ Subject matter _____

Purpose of Trip: _____

Claim for the Day: _____

Date _____ Departure Time _____ Return Time _____

Breakfast: Dined with _____ Subject matter _____

Lunch: Dined with _____ Subject matter _____

Dinner: Dined with _____ Subject matter _____

Purpose of Trip: _____

Claim for the Day: _____

Date _____ Departure Time _____ Return Time _____

Breakfast: Dined with _____ Subject matter _____

Lunch: Dined with _____ Subject matter _____

Dinner: Dined with _____ Subject matter _____

Purpose of Trip: _____

Claim for the Day: _____

Total Meal Claim: _____