

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 \$.50 per mile.

Please follow the examples below when filling out mileage documentation.

Date	Mileage Description	Miles
09/01/04	From: <u>Yoakum, Texas</u>	
	Destination: <u>Region III ESC, Victoria, Texas</u>	
	Purpose of Trip: <u>Workshop – TAAS Remediation</u>	78
09/02/04	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: 256	\$ 140.80

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	Lavernia 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
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
_____ I carpooled with	From: _____ Destination: _____ Purpose of Trip: _____	_____
Total Miles		_____
Total Mileage Claim: _____ miles @ \$.55 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

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 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 09/06/04 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 09/01/04 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: \$ 22.50

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: _____