

TYLER INDEPENDENT SCHOOL DISTRICT STAFF AND STUDENT TRAVEL VOUCHER - GRANTS

Travel expense reports must be filed within **10 days** of your return if funds were advanced to you, within **30 days** if advance travel funds were not provided; if the travel takes place in the last month of the fiscal year, it must be submitted immediately upon your return.

Request for Advance
(click in box below)

Name: _____ Campus/Dept _____
 Address: _____ SS#: _____ **

If voucher is for student group travel or meal expense, list student names and provide a breakdown of expenses.

Destination: _____ Function: _____

Date of departure: _____ Time of departure: _____ a.m. / p.m.
(Failure to indicate a.m. or p.m. will delay your reimbursement.)
 Date of return: _____ Time of return: _____ a.m. / p.m.

Amount of Advance Requested:
 \$ _____
 by: _____

Benefit to district: _____

Statement of Expense

	Amount
Fare: air, bus, rail (attach receipt)	
Leased vehicle charges (attach receipt)	
Private Vehicle _____ miles X \$0.55/mile - Use the Texas Mileage Guide for number of miles	0.00
List occupants of car:	
Lodging (attach receipts) - Limit is on GSA's website, \$85 if not listed/person/night in Texas + local taxes	
List other occupants of lodging:	
Student meals (attach list and receipts)	
MEALS - OVERNIGHT TRAVEL ONLY - State & Federal Grants	
Meals - Limited to Actual Costs - \$36/day maximum	
To receive reimbursement for breakfast, the employee must depart prior to 6AM	
To receive reimbursement for lunch, the employee must depart prior to noon	
To receive reimbursement for dinner, the employee must depart return home after 6PM	
Attach all meal receipts to Actual Meal Receipts Worksheet(s) & put total at right	
State & Federal Grants pay ACTUAL, NOT per diem Total	
Non-overnight business meals (attach receipts & complete form on page 2)	
Other expenses (list details & attach receipts)	
Less Advance (enter amount with a minus sign ex: -100.00)	
Grand Total	0.00

The amounts have to be entered
in the space provided below.

\$ _____
Account Code amount

Principal/Supervisor _____ Date _____ Account Code _____

Employee must sign below.

The above expenses are true and correct. _____
Employee Date

NOTE: Out of State travel must have prior approval by the Superintendent or Deputy Superintendent.
 **By signing this form, permission is given to TISD to deduct advanced amount from payroll if expense report is not filed within 10 days of return.

ACTUAL MEAL RECEIPTS WORKSHEET - GRANTS

Use a separate worksheet for each day of travel.

Name: _____

Please fill out completely to avoid delays in reimbursement.

Date of travel: _____

Day of week: _____

Breakfast

Meal Provided? Y or N _____

*(must leave **before 6 a.m.** to claim)*

Actual Receipt for federal grant reimbursement

Attach
your
breakfast
receipt
here

*A detailed receipt is required.
The signature summary credit
card receipt is not adequate
documentation by itself.*

Total to be reimbursed: \$ _____

Limit is \$7.00

Lunch

Meal Provided? Y or N _____

*(must leave **before noon** to claim)*

Actual Receipt for federal grant reimbursement

Attach
your
lunch
receipt
here

*A detailed receipt is required.
The signature summary credit
card receipt is not adequate
documentation by itself.*

Total to be reimbursed: \$ _____

Limit is \$12.00

Dinner

Meal Provided? Y or N _____

*(must return **after 6 p.m.** to claim)*

Actual Receipt for federal grant reimbursement

Attach
your
dinner
receipt
here

*A detailed receipt is required.
The signature summary credit card
receipt is not adequate
documentation by itself.*

Total to be reimbursed: \$ _____

Limit is \$17.00

Limit is \$36.00

**Actual
Total
for day**

\$ _____

NOTE: Gratuities are not allowable under federal cost principles; they will not be reimbursed. Please do not include them in the total to be reimbursed.

TYLER INDEPENDENT SCHOOL DISTRICT STAFF AND STUDENT TRAVEL VOUCHER - GRANTS

The Staff and Student Travel Voucher must include the following information:

1. Name, address, & social security number of traveler
2. Traveler's campus or department
3. Destination
4. Function to be attended.
5. Date & time of departure and arrival. This is critical to determine the allowance given for meals.
6. Benefit of function to the District.
7. Statement of expenses
 - a. Travel fares
 - b. Charges for leased vehicles
 - c. Number of miles to be driven in private vehicle at .55 cents per mile, **effective 01/01/09.**
 - d. Lodging: Limit = Amount for that city on General Services Admin (GSA) website (\$85, if not listed) maximum per individual, per room, per night + city & locally assessed taxes. List occupants of hotel. **Failure to list other occupants could reduce your reimbursement.**

GSA website: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

- e. Meals (Overnight Travel Only):
State & Federal Grants will reimburse employees ACTUAL costs for meals, not to exceed \$36/day. Original, detailed (not credit card summary) meal receipts must be attached for reimbursement.
NOTE: Meal rates are the same in state and out of state.

NOTE: Receipts may be required for student meals. See Travel Guidelines for more detailed information about student travel / advances.

- f. Other expenses-Parking, Conference Registration, Taxi Fares, etc.
8. All travel vouchers must be approved by the employee's principal or director, and then by the Business Office.
9. Please enter the account number to be charged for the travel expenses.
10. The traveler must sign the travel voucher. Travel reimbursement checks will not be released if the travel voucher is not signed.

IMPORTANT

- A Please submit the travel voucher to the Business Office at least two weeks before checks are needed.
- B Prepayments may be made for conference registrations, payable to the vendor.
- C Reimbursement for meals or mileage on personal vehicles will only be made **after** the travel takes place. **Exception:** When employees accompany students for competition, see student travel guidelines (on the Travel Guidelines website) about advances.
- D Reimbursements for travel will not be processed if the ORIGINAL approved travel vouchers (properly filled out and signed) or ORIGINAL appropriate receipts are not submitted.
- E Non-overnight travel meals - Please complete below

Travel reimbursement for meal expenses when overnight lodging is not required is considered taxable income which is reportable on your W-2 at year's end. According to the Internal Revenue Service this rule will apply unless the meal meets I.R.S. criteria for treatment as a business meal. **Actual receipts are required** for reimbursement. TISD **will not reimburse for non overnight meals, unless they are business meals.**

I certify that the reimbursement claimed on page 1 for a non-overnight meal was a working business lunch where substantive business discussions were held.

Names of others present: _____

Business Relationship to others present: _____

Subject matters discussed: _____

Signature & Date _____