

## TYLER INDEPENDENT SCHOOL DISTRICT STAFF AND STUDENT TRAVEL VOUCHER - Local Funds

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:
\$ <input style="width: 80%;" type="text"/>
by: <input style="width: 80%;" type="text"/>

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 to calculate number of miles	0.00
List occupants of car:	
Lodging (attach receipts) - Limit is on GSA's website (\$85 if not listed)/ unless staying at conference hotel	
<b>List other occupants of lodging:</b>	
Student meals (attach list and receipts)	
<b>MEALS - OVERNIGHT TRAVEL ONLY - LOCAL FUNDS (NOT GRANTS)</b>	
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	
Complete & attach the <b>Per Diem Worksheet</b> & put total at right	
Local Funds Only for Per Diem <span style="float: right;">Total</span>	
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)	
<b>Grand Total</b>	<b>0.00</b>

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.

# PER DIEM WORKSHEET

Name: \_\_\_\_\_

*Please fill out completely to avoid delays in reimbursement.*

	<b>Breakfast</b> <i>(must leave <u>before 6 a.m.</u> to claim)</i>	<b>Lunch</b> <i>(must leave <u>before noon</u> to claim)</i>	<b>Dinner</b> <i>(must return <u>after 6 p.m.</u> to claim)</i>	
Date:	Meal Provided? Y or N _____	Meal Provided? Y or N _____	Meal Provided? Y or N _____	<b>Daily Grand Total</b>
	Per Diem Amount - \$7.00	Per Diem Amount - \$12.00	Per Diem Amount - \$17.00	<b>max=\$36.00</b>
	Total Per Diem \$ _____	Total Per Diem \$ _____	Total Per Diem \$ _____	\$ _____
Date:	Meal Provided? Y or N _____	Meal Provided? Y or N _____	Meal Provided? Y or N _____	<b>Daily Grand Total</b>
	Per Diem Amount - \$7.00	Per Diem Amount - \$12.00	Per Diem Amount - \$17.00	<b>max=\$36.00</b>
	Total Per Diem \$ _____	Total Per Diem \$ _____	Total Per Diem \$ _____	\$ _____
Date:	Meal Provided? Y or N _____	Meal Provided? Y or N _____	Meal Provided? Y or N _____	<b>Daily Grand Total</b>
	Per Diem Amount - \$7.00	Per Diem Amount - \$12.00	Per Diem Amount - \$17.00	<b>max=\$36.00</b>
	Total Per Diem \$ _____	Total Per Diem \$ _____	Total Per Diem \$ _____	\$ _____
Date:	Meal Provided? Y or N _____	Meal Provided? Y or N _____	Meal Provided? Y or N _____	<b>Daily Grand Total</b>
	Per Diem Amount - \$7.00	Per Diem Amount - \$12.00	Per Diem Amount - \$17.00	<b>max=\$36.00</b>
	Total Per Diem \$ _____	Total Per Diem \$ _____	Total Per Diem \$ _____	\$ _____
Date:	Meal Provided? Y or N _____	Meal Provided? Y or N _____	Meal Provided? Y or N _____	<b>Daily Grand Total</b>
	Per Diem Amount - \$7.00	Per Diem Amount - \$12.00	Per Diem Amount - \$17.00	<b>max=\$36.00</b>
	Total Per Diem \$ _____	Total Per Diem \$ _____	Total Per Diem \$ _____	\$ _____

**Total Per Diem:** \$ \_\_\_\_\_

## TYLER INDEPENDENT SCHOOL DISTRICT STAFF AND STUDENT TRAVEL VOUCHER - Local Funds

**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. Local funds can be used for conference hotels over \$85, **if approved by supervisor; you MUST attach a conference brochure identifying hotel & conference rate.** 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](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)

- e. Per Diem - Meals (Overnight Travel Only):
 

Breakfast	\$7	
Lunch	\$12	<b>NOTE: Meal rates are the same in state and out of state.</b>
Dinner	\$17	

**Receipts are NOT required for meals for overnight travel for employees (using Local Funds).  
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 \_\_\_\_\_