

# TYLER INDEPENDENT SCHOOL DISTRICT STAFF AND STUDENT TRAVEL VOUCHER

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 \$0.405/mile - Use Mileage Guide or attach point to point odometer readings.	
List occupants of car:	
Lodging (attach receipts)	
List other occupants of lodging:	
Student meals (attach list and receipts)	
<b>OVERNIGHT TRAVEL ONLY</b>	
Did the conference or hotel provide any meals during your travel? ____ Yes ____ No	
If you answered yes, please do not include those meals for reimbursement below.	
Per Diem - Meals - Maximum allowances (no receipts required)	
<b>To receive the full per diem allocation for meals, the employee must depart prior to 6AM and return after 6PM.</b>	
Breakfast _____ x \$ 6.00 = _____ left <b>before</b> 6 a.m.	
Lunch _____ x \$ 10.00 = _____ left <b>before</b> 12 noon	
Dinner _____ x \$ 14.00 = _____ returned <b>after</b> 6 p.m.	
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)	
<b>Grand Total</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 Deputy Superintendent.**

# TYLER INDEPENDENT SCHOOL DISTRICT STAFF AND STUDENT TRAVEL VOUCHER

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 .405 cents per mile.
  - d. Lodging, \$85 (in state) maximum per individual, per room, per night + city & locally assessed taxes.  
List occupants of hotel.  
For out of state hotel maximum rates, see Travel Guidelines website.
  - e. Per Diem - Meals (Overnight Travel Only):

Breakfast	\$6	
Lunch	\$10	<b>NOTE: Meal rates are the same in state and out of state.</b>
Dinner	\$14	

**Receipts are NOT required for meals for overnight travel for employees.**  
**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. (non taxable)**

Names of others present: \_\_\_\_\_

Business Relationship to others present: \_\_\_\_\_

Subject matters discussed: \_\_\_\_\_

Signature & Date \_\_\_\_\_