

Current Texas Travel Reimbursement Guidelines

Finance Advisory Council Meeting
Friday, October 18, 2013

<http://travel.nationalgeographic.com/travel/united-states/your-texas-photos/>

Mileage

Effective September 1, 2013 – December 31, 2013

Mileage

- Reimbursement rate is 56.5 cents per mile
 - Travelers are required to calculate by one of the following:
 - Odometer reading (point to point)
 - Electronic mapping source (such as www.mapquest.com or any other online mapping service. Travel must print out the driving directions provided by the site.
- Travelers are required to select the ***shortest and most economical route*** but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.
- ***District Mileage Chart*** - Travelers whose districts have developed such a chart are not required to calculate their mileage by either the odometer reading or electronic mapping source method; reference to the district's mileage chart is sufficient.

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Meals and Lodging

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Meals and Lodging

- Maximum meal and lodging reimbursement rates apply to in-state and out-of-state travel.
 - If local policy restricts travel rates at a rate less than state law
 - Applicant must budget and request reimbursement from the grant at the lesser rate
 - If local policy exceeds the maximum recovery rate specified in the Appropriations Bill
 - Difference must be paid from state or local funds, i.e., not from grant funds
 - Travel Allowances are not allowed
 - Tips and gratuities are not reimbursed

Summary of Rates

In-State or Out-of-State

- Refer to the federal [Domestic Maximum Per Diem Rates](#) (GSA)
- For cities not listed, apply the rate for the county in which the city is located.
- If county is not listed
 - Lodging in-state: Up to \$85/night
 - Lodging out-of-state: Up to \$77/night
- Meals in-state or out-of-state, with overnight stay: Up to \$46/day
- Meals with no overnight stay: Up to \$36/day
 - IRS requires amount be added to W2 as income to employee
- The Federal Rate Schedule is used for reimbursement of in-state meal and lodging expenditures. Because the reimbursement rates can change, it is recommended that travelers ***print the page at the time reservations*** are made and submit the printout with the travel reimbursement voucher as a supporting document

Apply to all grants funded by the Texas Education Agency

In-State Day Trips

- Meals may be reimbursed
 - In accordance with local policy
 - Outside the employees designated headquarters for more than 6 consecutive hours
 - Designated headquarters is the area within the boundaries of the city or town where the employee works.
 - Without overnight stay
 - Not to exceed \$36

Out-of-State

- Employee shall be reimbursed for actual cost of lodging
- Cannot exceed the maximum meals and lodging rates based on [Domestic Maximum Per Diem Rates](#)
- Must comply with local policy
- If local policy reimburses at a greater amount
 - Pay difference with local or state funds.

Applying Meal Funds toward Lodging

- For both in-state and out-of-state travel
 - Employee may apply funds available for meal reimbursement toward lodging (up to the rate specified on the Federal Rate Schedule or \$46)
 - Maximum meal reimbursement will be reduced by the amount used for lodging
- Opposite does not apply -
 - Employee may not reduce the amount of lodging and increase the amount spent on meals

Taxes, Allowances and Documentation

- **Taxes**
 - School Districts exempt from State Sales Tax
 - Employees may be reimbursed for applicable taxes.
- **Travel Allowances**
 - A flat per diem for lodging and/or meals, is not allowable
- **Travel Documentation – Travel Voucher**
 - Name of the individual
 - Destination and purpose of the trip
 - Dates of travel
 - Actual mileage
 - Actual amount expended on Lodging per day with receipt
 - Actual amount expended on meals per day (tip and gratuities not allowed)
 - Actual amount expended on rental car with receipt
 - Actual amount expended on incidental
 - Total amount reimbursed to the employee

Travel Tools

- GSA Per Diem Mobile App



Contact Information

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