

TRAVEL GUIDELINES FOR
STATE AND FEDERAL GRANTS

Finance Advisory Council
October 14, 2011

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New Correspondence from TEA

TEA Correspondence – September 19, 2011

- The standard per diem rate has changed for cities and counties NOT LISTED in the federal Domestic Maximum Per Diem Rates
- Effective UNTIL September 30, 2012
- Up to \$77 per night for lodging
- Up to \$46 per day for meals
- Mileage reimbursement rate stays at 55.5 cents per mile – *which became effective July 1, 2011*
- Rates are subject to change at any time

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Travel Guidelines

- Apply for State and Federal Grants
- If Local district policy has a lesser rate, the lesser rate must be used
- Apply for In State and Out of State travel

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Mileage

- Mileage reimbursement **rate** remains the same
 - Effective July 1, 2011
 - 55.5 cents per mile **or local policy**, whichever is **less**.
- Calculation **Method**
 - Effective September 1, 2009
 - Required to use the following methods:
 - Odometer reading (point to point method)
 - Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service)
 - Traveler must print out the driving directions provided by site and attach them to the travel voucher
 - Travelers are required to select the shortest and most economical route.
 - Justification is required if another route is chosen

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In State Travel

- Lodging
 - New Rule – Federal Rate Schedule will be used for Texas cities in schedule
 - Up to \$77 per night for Cities and Counties not listed in the federal Domestic Maximum Per Diem Rates
- Meals
 - New Rule – Federal Rate Schedule will be used for Texas cities in schedule
 - Up to \$46 per day for Cities and Counties not listed in the federal Domestic Maximum Per Diem Rates
- Effective September 1, 2009

Click on link to access meal and lodging reimbursement information and rates through the Texas State Comptroller's web site, at <http://www.window.state.tx.us>

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In State Day Trips

- In accordance with local policy
 - Travel may be reimbursed for the actual cost of the employee's meals, not to exceed \$36.
 - Travel must be outside employees designated headquarters
 - "Headquarters" is defined as the area within the geographical boundaries of the school district or grantee organization.
 - Travel must be more than six consecutive hours
 - Amount is considered taxable income for employee
- In the absence of a local policy
 - No reimbursement shall be made from the grant for this purpose.

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Out of State Travel

- Reimbursement for employee who travels within or outside the continental United States
 - Shall be reimbursed for the *actual cost of lodging and meals*.
 - May not exceed the maximum meals and lodging rates as per Federal Rate Schedule
- If local policy reimburses at a lesser amount
 - You must comply with local policy.
- If local policy reimburses at a greater amount
 - You must pay the difference from local or state funds (i.e., not from grant funds).

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Out of State Travel

If the **out-of-state city** *Not listed* on the Federal Rate Schedule

- If the city to which you are traveling is not listed, check the county list. If the county to which you are traveling is listed, use the rate given for that county.
- If neither the city nor county to which you are traveling is listed, use the current maximum rate of \$77 for lodging and \$46 for meals.

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For Both In-State and Out of State Travel

- The traveler may apply funds available for meal reimbursement (i.e., up to the rate specified in the Federal Rate Schedule or \$46, depending on whether the destination is specified in the Federal Rate Schedule) toward lodging.
- If the traveler chooses to stay in a hotel that costs \$10 more a night than the allowable maximum for lodging, the traveler can apply \$10 of the maximum available for meal reimbursement toward the lodging rate.

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For Both In-State and Out of State Travel

- If the traveler chooses to apply meal reimbursement to lodging, the maximum meal reimbursement rate is reduced by the same amount (applying \$10 of the meal reimbursement to lodging would reduce the meal reimbursement by \$10).
- **NOTE:** The opposite case does not apply
 - A traveler may *not* reduce the amount spent on lodging and increase the amount spent on meals.
 - Under no circumstances may a traveler be reimbursed from grant funds for meals at a rate that exceeds the rate given on the Federal Rate Schedule (or \$46, depending on whether the destination is specified in the Federal Rate Schedule).

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Summary of Rates

- **In-State Meals and Lodging**
 - Refer to the federal [Domestic Maximum Per Diem Rates](#).
 - For cities not listed
 - Apply the rate for the county in which the city is located.
 - If the city or county is not listed, the rates are as follows:
 - Lodging in-state: Up to \$77/night
 - Meals in state: Up to \$46/night
- **Out of State Meals and Lodging**
 - Refer to the federal [Domestic Maximum Per Diem Rates](#).

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Taxes, Allowances and Documentation

- **Taxes**
 - Employees may be reimbursed for applicable taxes.
- **Travel Allowances**
 - A flat per diem for lodging and/or meals, is not allowable
- **Travel Documentation**
 - 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

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Contact Information

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