

LOCAL IN-DISTRICT TRAVEL AND MEAL
EXPENSE REPLACEMENT

DEE
(REGULATION)

LOCAL TRAVEL
EXPENSE REPORTING

- A. In order to receive reimbursement for mileage when traveling locally, employees must file a Local Travel Expense Report. The report must be approved by a supervising principal, department budget administrator or above. Reimbursement is not mandatory and will be made only to the extent of the funds available. Employees shall be reimbursed at the current state mileage reimbursement rate. The reimbursement will be included in the last paycheck of each month, and will not be included in taxable income for the employee.
- B. Employees assigned to specially-funded projects that require extensive local travel to meet the objectives of the program shall be reimbursed in accordance with the approved application.
- C. Travel between an employee's home and regular place of work is not reimbursable. Travel between an employee's home and a temporary workplace is reimbursable if the temporary assignment has a definite ending time within reasonably short period. The Associate Superintendent of Finance's office will clarify individual situations upon request.
- D. Employees must provide the Risk Management Department with proof of completion of a Defensive Driving Course or must attend a District Driver Safety course before receiving any mileage reimbursements. These courses must be completed every three years. It is the employee's responsibility to know when the three years of expiring and to ensure that they take the courses timely.
- E. Mileage reimbursement requests must be submitted to the Payroll Department on a monthly basis, and are due by the fifth day of the month for the previous month.
- F. Mileage reimbursements must be made in the same Fiscal Year as when the expense is incurred. Any Local Travel Expense Reports turned in after July 15 for travel in the prior Fiscal Year ending June 30 will not be paid.
- G. An employee may be reimbursed for meals purchased for:
 - 1. Non-employee guests on official business
 - 2. Other employees in attendance with non-employee guests on official business
 - 3. Lunches prepared for working meetings through the lunch period are reimbursable if they are necessary to

complete daily work essential to the functioning of the School District. The lunches are to be reasonable and paid for out of local funds. The Superintendent or designee must approve lunches to be reimbursed prior to consumption.

Meal expenditures must comply with District Policy CA, be supported with detailed receipts, include names of all who were in attendance, and what business was discussed. [Sec 274 (d) Internal Revenue Code and IRS Reg. 1.274-5T (c) & (f)]. Reimbursements may be obtained by submitting a Payment Request form and a Meal Expense Report (Stock #909097) approved by the appropriate supervising principal, department budget administrator or above. Meals for non-employee guests, such as spouses, not on official business and for employees only in the company of other employees will not be reimbursed except as noted in G. 3 above.

- H. Registration fees for in-district conferences may be paid by the District by submitting a purchase order or reimbursed to the employee by submitting a Payment Request form with receipts. To prevent a gift of public funds, employees should pay for the excess cost of attending functions for which the registration fee/donation exceeds the value of an included meal, a value the sponsoring organization is required to identify. Exceptions should be limited to special situations in which the employee is attempting to gain a specific benefit for the District, the purpose of which is clearly identified in advance and the derived advantages of which are monitored.
- I. If approved in advance on a Trip Request Form, purchase of classroom aids or reference materials such as books may be reimbursed with submission of receipts. Texas sales tax is not reimbursable.

REGULATION ADOPTED: September 17, 1980

AMENDED: September 26, 1989
April 10, 1990
April 9, 1991
April 14, 1993 (Effective 1/1/94)
January 12, 1994
May 13, 1998
November 3, 2004
May 20, 2008
November 12, 2012

YSLETA INDEPENDENT SCHOOL DISTRICT
LOCAL TRAVEL EXPENSE REPORT

Name (Please Print) Employee Number

Campus/Department Budget Account (must use object code 6411)

Reporting Period

RECORD OF TRAVEL AND DUTIES PERFORMED

Date	From Address	To Address	Beginning Odometer	Ending Odometer	Business Purpose	Miles

I certify that the information contained in this report is true and correct, that miles traveled were solely for business purposes, and that my Defensive Driving Certificate is current within the requirements in District policy.

Total Miles _____ X \$ _____ = \$ _____

Employee Signature

Approval - Principal, Department Budget Administrator or above

Revised 11-2012

YSLETA ISD

Date	From Address	To Address	Beginning Odometer	Ending Odometer	Business Purpose	Miles

Revised 11-2012

**YSLETA INDEPENDENT SCHOOL DISTRICT
MEAL EXPENSE REPORT**

Name

Date

Name of Guest(s) & Title(s)	Place of Event	Business Purpose	Amount

Other

A
T
T
A
C
H
E
D
R
E
C
E
I
P
T
S

Approval/Principal, Department Budget Administrator or Above
Stock #909097 Rev 5-13-98

Date