

Administrative Regulations for Travel Reimbursements

The school district will reimburse District employees and school board members for travel expenses that are incurred while engaged in official school business.

The travel reimbursement rate for personal vehicle miles, meals and lodging shall be the state rate for in-state and out-of-state travel, as established by law for all state officials and employees. Any mileage claimed shall not exceed the number of miles between the points traveled. See HEB-E Form B Travel Reimbursement Chart.

In-District Travel

Reimbursable in-district travel will include items such as traveling between job sites from school to school and monitoring students at job sites. In-District travel must be pre-approved by the employee's supervisor/building administrator. Employees should complete a travel reimbursement form and submit it to his/her supervisor/building administrator at the end of each month. The supervisor/building administrator will sign the travel reimbursement form and send the form to the Business Manager's office.

Out-of-District Travel

Out-of-District travel must be pre-approved by the appropriate administrator. Employees should complete a travel reimbursement form and submit it to the appropriate supervisor at the end of each month or immediately after the travel occurred. School board members should submit a travel reimbursement to the Business Manager, as soon as possible after the travel is incurred. The appropriate administrator will sign the travel reimbursement form and send the form to the Business Manager's office.

Checks will only be issued when the reimbursement dollar amount is over \$10.00. If travel expenses are under \$10.00 they will be held until they reach the \$10.00 minimum.

Excess costs and unapproved travel shall not be reimbursed.

See HEB-E Claim for Reimbursement for Travel Expenses.