SAN ANGELO INDEPENDENT SCHOOL DISTRICT
COMPLETED TRIP REPORT

Please complete and return this form to the Accounting Office within 5 working days after returning from the trip.
See the attached instruction sheet for details.

NAME: _____   REQUEST DATE: _____

CAMPUS OR DEPARTMENT: _____

CONFERENCE/WORKSHOP TITLE: _____

LOCATION: _____

DEPARTURE DATE: _____   RETURN DATE: _____

TRIP REIMBURSEMENT INFORMATION

PERSONAL VEHICLE MILEAGE _____ miles @ __55.5__ cents per mile = _____

Odometer beginning _____ Odometer ending _____
or, attach electronic mapping from www.mapquest.com)

TRAVEL EXPENSES - Airline, Bus, Train Tickets…………………………………. =   _____
 (Receipts Required)

LODGING…………………………………………………………………………….. =   _____
(Must provide final itemized bill from checkout)

MISCELLANEOUS EXPENSES…………………………………………………… =   _____
(Receipts Required)
Registration fees………………………………… = _____
Taxi/Parking…………………………………….. = _____
Car Rental……………………………………….. = _____
Other: _____ = _____

MEALS: Meal costs incurred excluding tips and gratuities
(*Receipts not Required in Accounting*)

Breakfast _____ Lunch _____ Dinner _____

MEAL REIMBURSEMENT AMOUNT………………………………………………… =   _____

SUMMARY

TOTAL COST OF TRIP………………………………………………………………= _____
LESS AMOUNTS PAID IN ADVANCE……………………………………………… = _____

_____

EMPLOYEE SIGNATURE _____

ADMINISTRATIVE APPROVAL _____

BUDGET CODE _____

Instructions for Completing the San Angelo Independent School District Trip Report Form
(Effective September 2011)

Expenditures incurred while traveling out of town for school business purposes are reimbursable. The form "*San Angelo Independent School District Completed Trip Report*" is to be used to request reimbursement and must include specific information such as: the location and purpose of the trip, the budget code that will pay for the expenditures etc…

Reimbursement is often limited by federal per diem rates. The federal per diem rates for specific destinations are published at www.gsa.gov. Click on "Federal Per Diems" and then the map to get the list of the US cities affected.

Completing the Form

Mileage

Mileage for travel in a personal vehicle will be paid at the rate of 55.5 cents per mile.

Choose one of two methods for calculating mileage:

1. Report beginning and ending odometer readings, or
2. Provide a map illustrating point to point calculation using **www.mapquest.com.**

Travel Expenses

Employees are encouraged to use district issued credit cards for these purposes. Costs may be pre-paid by check if requested at least ten days in advance (exceptions will be made for post-district events). Otherwise, expenses for travel are reimbursed at full cost upon completion of the trip (receipts are required).

Lodging

Hotel reimbursement is limited to the state rate of $85 per night or the federal per diem rate for the destination city (whichever is greater). Exceptions will be made for state and regional conferences, academies, and major seminars where the host hotel rate exceeds the allowable rate. A conference brochure (with printed rates) must be attached to the Completed Trip Report to request reimbursement above the state rate.

Reimbursement from state and federal grant funds is strictly limited to the state rate of $85 per night or the federal per diem rate for the destination city (whichever is greater). The district is exempt from the Texas State Sales Tax and will not reimburse the cost. Please use applicable tax exempt forms when traveling.

Report actual expenditure for lodging and provide the itemized final hotel bill obtained at checkout for documentation.

Miscellaneous Expenses

Registration fees, taxis, car rentals, parking costs, or other items not specifically listed above may be reimbursed **(**receipts are required).

Meals - *receipts may be required at the discretion of the budget managers*

Meals will be reimbursed only in connection with travel that involves an overnight stay. However, when a 'day trip' involves out of town travel and extends beyond 7:00 P.M. reimbursement is allowed up to ½ of the normal meal per diem for the destination city. Reimbursement for meals on the first and last day of travel is limited to 75% of the stated per diem rates.

Claim the actual costs incurred - excluding tips or gratuities Costs should not include any meal provided as part of the conference or workshop. Reimbursement will be made up to $36 per day or the federal per diem rates for specific destinations listed in the aforementioned guide.

Complete the form with the appropriate signatures and submit to the Accounting Department.