

TYLER ISD STAFF AND STUDENT TRAVEL VOUCHER



Travel expense reports must be filed within **10 days** of your return if funds were advanced to you, within **30 days** if advance travel funds were not provided; if the travel takes place in August, it must be submitted immediately upon your return.

Name: _____ Campus/Dept _____
 Address: _____ Emp ID# _____

If voucher is for student group travel or meal expense, list student names and provide a breakdown of expenses.

Destination: _____ Function: _____

Date of departure: _____ Time of departure: _____ a.m. / p.m.
(Failure to indicate a.m. or p.m. will delay your reimbursement.)

Date of return: _____ Time of return: _____ a.m. / p.m.

Benefit to district: ** _____ **

Account code (if using one code): _____
 (if listed above, no need to list below)

Amount of Advance Requested:
\$ <input style="width: 80%;" type="text"/>
needed by: <input style="width: 80%;" type="text"/>

Statement of Expense

Amount

Leased vehicle charges or gas charges for rental/District car: (attach receipts)	
Private Vehicle _____ miles X \$0.575/mile - Use the District Mileage Table for number of miles	
List occupants of car:	
Account code for mileage or gas reimbursement	
Lodging (attach receipts) - See next page for information about limits	
List other occupants of lodging:	
Account code for for lodging reimbursement	
Student meals (attach list and receipts)	
MEALS - OVERNIGHT TRAVEL ONLY (\$46 day/max) Attach the Per Diem or Grant Funds Meals Worksheet To receive reimbursement for breakfast, the employee must depart prior to 6AM To receive reimbursement for lunch, the employee must depart prior to noon To receive reimbursement for dinner, the employee must depart before 6 PM or return after 6PM Local Funds Only for Per Diem Total OR Grant Funds for Actual meals, not Per Diem Total	
Account code for meal reimbursement	
Non-overnight business meals (attach receipts & complete form on page 2)	
Account code for non-overnight business meals	
Other expenses (list details & attach receipts)	
Account code for other expenses	
Less Advance (enter amount with a minus sign ex: -100.00)	
Grand Total	

The above expenses are true and correct and original receipts (when required) are submitted.
 By signing this form, permission is given to TISD to deduct advanced amount from payroll if expense report is not filed within 10 days of return.

 Employee Signature (Required)

 Date

NOTE: Out of State travel must have prior approval by the Superintendent.

The Staff and Student Travel Voucher must include the following information:

1. Name, address, & employee id number of traveler
2. Traveler's campus or department
3. Destination
4. Function to be attended
5. Date & time of departure and arrival. This is critical to determine the reimbursement given for meals
6. Benefit of function to the District
7. Statement of expenses
 - a. Charges for leased vehicles or gasoline for rental/District car
 - b. Number of miles to be driven in private vehicle at .575 cents per mile, **effective 01/01/15**
 - c. Lodging: Limit = Amount for that city on General Services Admin (GSA) website (Standard Rate, if not listed) maximum per individual, per room, per night + city & locally assessed taxes List occupants of hotel. **Failure to list other occupants could reduce your reimbursement.**
Note: you can include hotel parking charges in lodging.
Exception to GSA limit: With local funds, the District will pay the conference rate IF the employee stays in a conference hotel and is billed the conference rate. Employee must submit documentation substantiating both the hotel and the conference rate (usually on the conference registration materials). GSA website: <http://www.gsa.gov/portal/content/104877>
Note: With local funds, the District will cover the full cost of a single room for a bus driver on a District trip and for a coach/sponsor traveling with students on a trip.
 - d. Meals (Overnight Travel Only):
State & Federal Grants will reimburse employees ACTUAL costs for meals, not to exceed \$46/day.
NOTE: Meal rates are the same in state and out of state.
NOTE: Receipts may be required for student meals. See Travel Guidelines for more detailed information about student travel / advances.
 - e. Other expenses-Parking, Conference Registration, Taxi Fares, etc.
8. All travel vouchers must be approved by the employee's principal or director in TEAMS, and then by Financial Services.
9. Please enter the account number to be charged for the travel expenses.
10. The traveler must sign the travel voucher. Travel reimbursement checks will not be processed if the travel voucher is not signed.

IMPORTANT

- A Please submit the travel voucher to Financial Services at least two weeks before any advance checks are needed.
- B Prepayments may be made for conference registrations, payable to the vendor.
- C Reimbursement for meals will only be made **after** the travel takes place. **Exception:** When employees accompany students for competition, see student travel guidelines (on the Travel Guidelines website) about advances.
- D Reimbursements for travel will not be processed if the **ORIGINAL** approved travel vouchers (properly filled out and signed) or **ORIGINAL** appropriate receipts are not submitted.
- E Non-overnight travel meals - Please complete below

Travel reimbursement for meal expenses when overnight lodging is not required is considered taxable income which is reportable on your W-2 at year's end. According to the Internal Revenue Service this rule will apply unless the meal meets I.R.S. criteria for treatment as a business meal. **Actual receipts are required** for reimbursement. TISD **will not reimburse for non overnight meals, unless they are business meals.**

I certify that the reimbursement claimed on page 1 for a non-overnight meal was a working business meal where substantive business discussions were held.		
Names of others present:	_____	**
Business Relationship to others present:	_____	**
Subject matters discussed:	_____	**
Signature & Date	_____	**
		Complete **All** **Lines**