

# Abbreviated Travel Information

## Employee Travel

Vehicle cost needs to be considered when traveling out of town.

If an employee uses a personal vehicle for district travel, the district will reimburse them at .50¢ per mile. A printout from google maps must be used with the mileage report city to city or use of mileage chart.

Employees must carpool to capacity of the vehicle to reduce overall vehicle costs. State Comptroller law states 4 per vehicle. Example: 4 teachers traveling to the same conference the same day only one will be eligible for mileage & parking reimbursement. The campus principal and administrators are not required to share a vehicle as they can be called back to the district for district business.

The district will pay mileage to and from an out of town convention/training if the employee is staying with someone as opposed to paying for a hotel room.

**Conference/Training agenda** must be attached to travel request form.

Meal reimbursement will be \$46 for the day less meals included with conference or hotel and ones that do not occur during the time of business travel.

\$8 for breakfast

\$13 for lunch

\$25 for dinner

An employee who travels outside McLennan County may be reimbursed for the actual cost of the employee's meals, not to exceed the maximum allowable rates for the meals for which they were eligible. **Travel must be more than six consecutive hours.** A detailed receipt is the only receipt that will be accepted for reimbursement. Request must be submitted on Travel form.

Full copy of Travel Guidelines is posted on the district website and in the Purchasing Manual.

## Student Travel

### Meals

Student maximum meal allowance is \$7.00 for breakfast, \$10.00 for lunch, and \$12.00 for dinner. When staff and/or sponsors are traveling with students their maximum meal allowance is the same as the students and their meals are a part of student travel expense.

### Travel

Student Travel must adhere to all local and legal board policies.