

REIMBURSEMENT FOR TRAVEL 2016-2017

The After Trip Expense Report:

(can be found on the website under "Departments/Administration/Administration Handbook/Administrative and Student Forms") must be filled out and signed to receive your reimbursement for travel expenses. The form needs to be sent to the Business Office, attention Melissa Sosa, Bookkeeper. The form should be received by Friday of the week following your travel to receive payment by Friday of the next week. Any reports received after Friday will not be paid for 2 weeks. **Variation from these procedures will require prior approval from the Superintendent or the Director of Finance.**

Rental Car: Approval to rent a car must be given by your supervisor or the person in charge of the funds paying for the trip. If you are renting a car, **decline all additional insurance coverage.** You are covered by the school's insurance. You are usually covered by your own auto insurance as well.

Actual Expenses: Actual expenses will be reimbursed under the following rules:

1. **Hotel Room** Actual expense of hotel room will be reimbursed. Parking charges at the hotel will also be reimbursed. Valet Parking is not reimbursed if self-parking is available. Personal phone calls will be deducted. It is recommended that you purchase a phone card for your long distance calls. Room service will count toward your daily meal allotment and the receipts must be itemized.
2. **Meals** Meal allotment is **\$30.00** per day for in-state and **\$45.00 per day for out of state** including tips. Tips are limited to 15%. Tips at fast food restaurants will not be reimbursed. You must turn in **itemized receipts** (no credit or debit card receipts unless the itemized ticket accompanies it). If itemized receipts are not provided, the entire reimbursement packet will be returned to the employee for further information which will delay the reimbursement being paid to the employee.
3. **Shared Receipt** If you share a ticket, you should underline or circle your purchase. **Do Not use a Highlighter!** Everyone is responsible for their own meals. If you purchase someone else's meal, you will only be reimbursed for yours.
4. **Alcohol** **No alcoholic beverages will be reimbursed.** If alcohol is on your receipt, you must subtract that amount from the receipt and circle the remaining total. **Do Not use a Highlighter!**
5. **Transportation** Reimbursement will be for travel from the airport to your hotel and back on the date of your arrival and departure. Shuttle service is generally the cheapest mode of transportation from the airport to your hotel. **Any other travel during your stay is your responsibility.**
6. **Mileage** You must take a school car if available. If a school car is available and you choose to take your own vehicle, no mileage will be paid. **(Contact Debbie Nichols for availability of school vehicles at Warehouse Office, 433-1728 #2738) Reimbursement** is forty-five cents (45¢) per mile. You must have prior approval from your principal or supervisor. Map mileage from Hobbs will be used to determine reimbursement.
7. **Fuel Credit Card** will be checked out with Debbie Nichols at the Warehouse.
8. **Parking at the Airport** Long-term parking should be used. You may be responsible for covered and short-term parking. If you have several passengers, you may drop them at the terminal to unload and then return to park. In Lubbock, Budget Parking will take you to the door and return when your flight comes in. The cost is less than parking at the terminal. In Midland, you should park in the long-term parking lot.
9. **Agenda** You must turn in an Agenda with every packet.
10. **Expense Report** The expense report is the form that can be found on the website under "Departments/Administration/Administration Handbook/Administrative and Student Forms. Receipts & Agenda should be stapled to the back of the form in dated order. **Do Not use a Highlighter!** If you have lost receipts, you need to contact Melissa Sosa for further instructions at 433-0100 ext. #3040.