BEEVILLE INDEPENDENT SCHOOL DISTRICT
BOARD/EMPLOYEE TRAVEL REGULATIONS

Per Diem – Board Members and Employees will be issued an advanced per diem in the amount posted on the U.S. General Services Administration (USGSA) found at www.gsa.gov/perdiem for the location attending.

The total as per USGSA budgeted per diem will be allowed for each full day a Board Member or an employee is out of the district on an approved overnight business trip. STATE AND FEDERAL PROGRAMS TRAVEL ARE REQUIRED TO ADHERE TO PROGRAM GUIDELINES.

1. A partial per diem will be paid for travel time to and from overnight approved conference/business.
2. Partial per diem for travel time will be taken from the U.S. General Services Administration web page, calculated by the requester taking into consideration the conference/meeting schedule. Partial per diem will be calculated as per USGSA guidelines:
    a) Breakfast – if schedule requires departure prior 7:00 a.m.
    b) Lunch – if schedule requires departure prior 1:00 p.m.
    c) Dinner – if schedule requires departure prior 5:00 p.m.
    d) Requesters returning to the district after 7:00 a.m., 1:00 p.m., or 6:00 p.m. will receive breakfast, lunch, and/or dinner respectively.
    e) The above mentioned times are for per diem purpose only; requesters may depart or return at other authorized times without per diem for the additional time out of district.
3. Upon return requester will verify all per diem was expended or reimburse the district for any unused per diem.
4. No meals will be reimbursed to employees for travel that does not require an overnight trip or is within a 75 mile area.
5. A conference/meeting schedule or a notarized statement must be provided to the Finance Office prior to payment.

Lodging – A detailed hotel bill must be submitted prior to reimbursement for budgeted and authorized overnight business trips. A notarized statement must be submitted if other accommodations are provided. No lodging will be approved within a 75 mile area.

1. Reimbursement for overnight stays will be determined by the conference/meeting schedule and distance traveled.
2. Hotel bills will be limited to $90.00 total per night. (This includes city taxes and other local taxes and charges. We are exempt from state taxes. If a hotel refuses to exempt the state tax, a written statement must be provided by the hotel.)
3. The District will reimburse hotel bills above the $90.00 limit if approved by the Director of Finance or the lodging has been assigned through a convention housing bureau.

Gratuity/Personal Telephone Calls – The district will not reimburse for gratuity or personal telephone calls.

Mileage/Airfare – The district will reimburse for the use of personal vehicles or the cost of the lowest available airfare. All airline reservations must be made and approved by the Finance Office.

1. Personal vehicles will be reimbursed at the current state rate per mile in accordance with the mileage authorized by the state mileage guide.
2. Travel by two or more employees to the same destination should be coordinated. Failure to coordinate will result in shared reimbursement expenses.

Taxi/Parking Fees & Car Rental, etc. – The district will reimburse for authorized miscellaneous business expenses. Employees/Board Members should use discretion in obtaining economical prices or means.

Other Travel Guidelines – The district will not pay or reimburse expenses incurred by spouses or unauthorized personnel.

Revised: 01/04/2016