

Employee Travel Guidelines

Travel and reimbursements must be approved by your campus principal/supervisor before travel date. Please use the **Travel Request Form** for all travel and reimbursements.

- This form should be filled out and turned in to your campus principal/supervisor for approval.
- Campus secretary will submit it for a PO upon principal approval.

Advance payment may be requested for conference registration and/or lodging but must be submitted with payment support documentation in sufficient time for payment processing. Reimbursable expenses include mileage if a personal vehicle is used, meals, and registration fees paid by the employee, and sometimes lodging.

Palmer ISD has vehicles available for staff travel. You may check with the transportation department to see if a school vehicle is available for your trip; if not, you may use your personal vehicle and receive reimbursement based on the current Board approved amount per mile **Mileage Chart** or by using the electronic mapping source <https://www.mapquest.com/directions>.

- Employees should share travel and lodging expenses when possible.

Lodging:

\$85 per night per person when destination is 60 miles or greater, or is approved by campus principal. If we have multiple employees attending the same conference, sharing a room is helpful and preferred when at all possible.

A **Hotel Occupancy Tax Exemption Certificate** is required for all hotel stays. You will not be reimbursed state taxes on your hotel bill.

Meals:

Employee PER DIEM Allotment - Breakfast - \$5.00, Lunch - \$10.00, Dinner - \$15.00

Meals will be reimbursed not to exceed \$30 a day per employee using the hour guidelines listed on the **Travel Request Form**.

- Meal receipts are *NOT* necessary.

**** MEALS ARE ONLY REIMBURSED FOR OVERNIGHT TRIPS****

- *If the hotel provides breakfast, then the district will not reimburse breakfast.
- *If the conference provides a meal, then the district will not reimburse that meal that day.

Mileage:

\$0.575 per mile

- Must use the **Palmer ISD Mileage Chart** or provide printed round trip driving directions from MapQuest starting from your campus to the destination to be reimbursed.
- Reimbursement will not be issued without proof of attendance such as certificate of completion or name tag.

All receipts (*hotel, parking*) and mileage must be submitted for reimbursement within **30 days** of travel with an employee expense report form filled out.

- If submitted after 30 days, the reimbursement will be denied.
- Please remember the district cannot reimburse taxes or tips.