

**Vernon Independent School District  
Employee Travel Request  
No Advance To Sponsors On One-Day Trips**

Date: \_\_\_\_\_

**To Be Approved 5 Days Prior To Trip**

Employee Name: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_

<p><b>Cash Advance Requested:</b></p> <p><b>Lodging limited to \$150/night</b>          _____ X _____/night      \$ _____  <input type="checkbox"/> Lodging will be completed through separate check request  <input type="checkbox"/> Lodging will be completed by another employee/ No hotel needed</p> <p><b>Meal Per-Diem Daytime</b>          Lunch: _____ X \$12/meal      \$ _____          Dinner: _____ X \$15/meal      \$ _____</p> <p><b>Meal Per- Diem Overnight</b>          Breakfast _____ X \$8/meal      \$ _____          Lunch: _____ X \$12/meal      \$ _____          Dinner: _____ X \$20/meal      \$ _____</p> <p>Other Expenses (Attach receipts)          _____ \$ _____          _____ \$ _____</p> <p><b>Transportation</b>          Mileage _____ X .625      \$ _____          Reimbursable gas (attach receipt)      \$ _____          Air Fare (attach receipt if prepaid)      \$ _____</p> <p><b>TOTAL ADVANCE REQUESTED</b>          \$ _____</p> <p>Account Code Distribution:          _____ \$ _____          _____ \$ _____          _____ \$ _____</p> <p><b><u>Advance Amount Approval</u></b>          Employee _____ Date _____          Supervisor _____ Date _____          District _____ Date _____</p>	<p><b>Actual Reconciliation</b></p> <p><b>Lodging- Generally limited to \$150 per/night</b>          Lodging _____ X _____/night      \$ _____</p> <p><b>Meal Per-Diem Daytime</b>          Lunch: _____ X \$12/meal      \$ _____          Dinner: _____ X \$15/meal      \$ _____</p> <p><b>Meal Per- Diem Overnight</b>          Breakfast _____ X \$8/meal      \$ _____          Lunch: _____ X \$12/meal      \$ _____          Dinner: _____ X \$20/meal      \$ _____</p> <p>Other Expenses (Attach receipts)          _____ \$ _____          _____ \$ _____</p> <p><b>Transportation</b>          Mileage _____ X .625      \$ _____          Reimbursable gas (attach receipt)      \$ _____          Air Fare (attach receipt if prepaid)      \$ _____</p> <p><b>Total Travel Expenses</b>          \$ _____          Less Total Advance      \$ _____          Amount Due Employee          Or (amount refunded to VISD)      \$ _____</p> <p><b><u>Reconciliation Approval</u></b>          Employee _____ Date _____          Supervisor _____ Date _____          District _____ Date _____</p>
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**Special Instructions** Vernon ISD employees shall be entitled to reimbursement of travel expenses outside the District while on approved official business for the District. Travel must be approved by the employee's supervisor and the Superintendent. Except for unusual circumstances, employees should usually travel by school vehicle since it is the most economical for the district. Use the online system to request.

**REIMBURSABLE EXPENSES** Lodging. Claims for cost of lodging shall be reimbursed, providing the traveler's claim is submitted with an attached "paid" bill or receipt from a hotel, motel or other lodging establishment. Lodging expenses should be limited to \$150.00 per day. When meetings to be attended are held at establishments with higher rates, prior approval shall be obtained. Travelers should use a sales tax exemption to avoid paying State occupancy taxes. Gratuities associated with lodging are not reimbursable. Meals are reimbursable if the employee is outside of the district for 6 or more consecutive hours. Breakfast is reimbursable only if the employee is on overnight travel, the night prior to the meal being claimed. Registration Fees. Registration fee for conferences or conventions should be reimbursed when accompanied by a "paid" receipt from the meeting sponsor. Meals included in registration fees cannot also be claimed as a per diem meals. If traveling using federal funds meal receipts are required and my result in a lower per diem