

TRANSPORTATION

Mileage will be reimbursed at the current state rate. Mileage will be determined by using mapquest.com. Attach a printout to Pre-Travel Employee Mileage Expense Form.

Requesting District Vehicles:

Complete a Trip Request Form located on campus at your front office. All trips must be requested and entered by your designated office staff into Transfinder LE no later than seven days prior to the departure date.

Vehicles to be used will be determined by the transportation office; based on the number of students/staff attending and availability. Non district employees can only ride along if seating is available and a district employee is present. Parents cannot be used as a student chaperone if there is not a district staff member on board.

Questions regarding transportation needs can be addressed at

(903) 881-4110



LODGING

(Receipts required)

Lodging should be charged to the district Procurement Card. The district will pay for reasonable room expenses of the employee only. Every effort shall be made to find room rates at the approved State rate. If an employee uses their own personal credit card, they will be reimbursed for reasonable room expenses only if approved by supervisor. State sales tax will not be reimbursed if using a personal credit card. Employees shall make every effort to clear all personal expenses off the District credit card prior to checking out.

When making reservations: Advise the selected hotel that you are eligible for the State Rate. The current state rate is \$85/night.

Federally Funded Lodging: The rate cannot exceed \$85 per night, or the posted federal rate for the city at the time of travel, unless paying the difference with local money.

OTHER MISCELLANEOUS

(Receipts required)

Reasonable miscellaneous expenses such as parking and internet access will be fully reimbursed when approved by supervisor.

Questions: Contact the Business Office
Phone: 903 881-4001
Fax: 903 881-4004
E-mail: stewartla@lind.sprnet.org

*After Hours Emergency
903 574-3983*

LINDALE ISD

TRAVEL GUIDELINES



*Educating
Every Child
Every Day!*

*Effective
January 01, 2010*

**501 Pierce St
Lindale, Texas 75771
903-881-4001**



PRE—TRAVEL CHECKLIST:

- Requisition for registration
- Pre-Travel Employee Mileage Expense and Hotel Approval Form
- Hotel Reservations
- Sponsor & Student Travel Form
(If traveling with students)
- Check out credit card and tax exempt certificate from business office

POST-TRAVEL CHECKLIST:

- Return credit card to the business office the next business day.
- Complete Post-Travel Employee Expense Claim Form and turn into business office within 5 days of return.
- Complete Hotel Charge Receipt Form and turn into business office within 5 days of return.

TRAVEL FORMS:

Forms can be found at www.lindaleeagles.org under “Staff Information”

Forms available online:

[Requisition](#)

[Pre-Travel Employee Mileage Expense/Hotel Approval Form](#)

[Post-Travel Employee Expense Claim Form](#)

[Hotel Charge Receipt Form](#)

[Sponsor & Student Travel Form](#)



DISTRICT CREDIT CARDS

Due to a limited number of district credit cards, please reserve a credit card prior to travel date by contacting the business office at (903) 881-4018 ext. 1007

COORDINATION OF TRAVEL

Coordination of travel is encouraged for those traveling to the same event on the same date. Only one person out of a group of four may be reimbursed for mileage.



MEALS FOR OVERNIGHT TRAVEL

Meals will be reimbursed using Post-Travel Employee Expense Claim Form.

Meals will be reimbursed for the actual amount expended and may not exceed \$36 per day. Tips and gratuities are not reimbursable.

Breakfast \$7

Not allowed on day of departure or if continental breakfast is included with hotel.

Lunch \$9

Reimbursable if departure is before 11:00 a.m. and if return is after 1:00 p.m.

Dinner \$20

Reimbursable if departure is before 5:00 p.m. and if return is after 6:00 p.m.

MEALS FOR NON-OVERNIGHT TRAVEL:

Non-Overnight meals will not be reimbursed unless it is a student related trip.