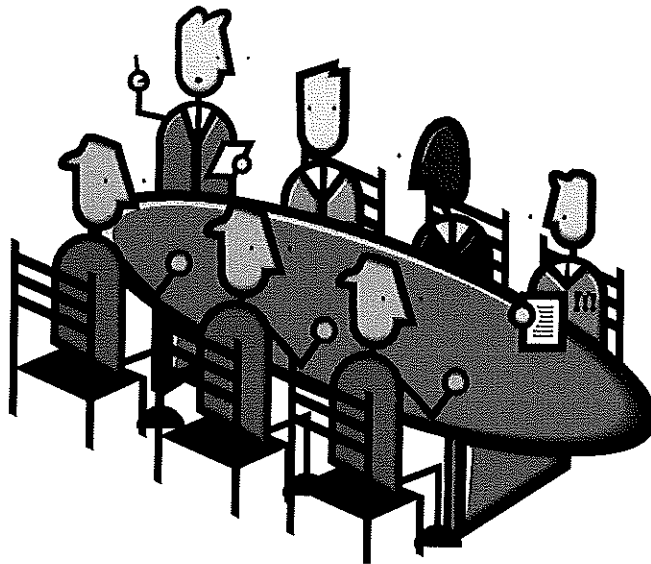


**STAFF
CONVENTIONS, CONFERENCES
AND WORKSHOPS
WITH
NO STUDENTS**



Staff Travel - No Students

REQUEST FOR PLANNED ABSENCE APPROVAL FORM

Form to be submitted at least 10 days prior to
absence for school business, vacation or personal day.
(As soon as possible for illness.)

Employee: _____ (1) Date Submitted: _____ (3)
Campus: _____ (2) Job #: _____ (4)

Date(s) of Absence _____ (5)
Destination _____ (6)

Source of funds for trip: _____ (7)

Please give a description if absence is for school business: _____ (8)

All absences other than illness must have prior approval of immediate supervisor.
Out-of-state requests require approval of Associate Superintendent or
Chief Financial Officer and Superintendent.
Please understand this may take up to 5 business days due to schedules.

**All absences must be called into the substitute management system
or entered on-line at smartfind.lisd.net.**

Employee Signature (9) Immediate Supervisor Signature (10)

Assistant Superintendent Associate Superintendent / CFO Signature

Superintendent Signature

Gold sheet to be filed

Staff Travel - No Students

TEACHER ABSENCE REPORT

COMPLETE THIS FORM AND RETURN TO FRONT OFFICE.

TEACHER/STAFF NAME: 1
DATE OF ABSENCE(S): 2
CIRCLE ONE: 3 All Day A.M. only P.M. only

REASON FOR ABSENCE: 4
5 1 STATE ILLNESS * 5 SCHOOL BUSINESS:
2 LOCAL PERSONAL SCH. BUS./STAFF DEV.
3 STATE PERSONAL SCH. BUS./UIL EVENTS
4 JURY DUTY SCH. BUS./ATHLETIC
12 HARDSHIP 14 MATERNITY
*MUST BE APPROVED BY BUILDING PRINCIPAL PRIOR TO THE ABSENCE.

Substitute Required? (circle one) 6 Yes No

PARKING SPACE NUMBER: 7
DUTY: 8
LOCATION OF LESSON PLANS: 9
EMERGENCY TEACHER CONTACT: 10

SCHEDULE:	CLASS	ROOM#
1.	<u>11</u>	
2.		
3.		
4.		

Lunch: _____

JOB NUMBER: 12 SUBSTITUTE'S NAME: 13
This # means that you are entered in the system so that the system can begin searching for a substitute, NOT that you already have a substitute assigned to you. Also, if you cancel an absence in the system, please call the sub and let them know the job has been canceled. A list of subs and phone no's is available through your department chair or Donna.

PRINCIPAL APPROVAL FOR SCHOOL BUSINESS/OTHER 14

REQUEST FOR SCHOOL TRIPS, OVERNIGHT STAY, CONVENTIONS, WORKSHOPS, ETC.

Person Submitting Request & Sponsor(s)

Date of Request

Campus and Group Name

Destination

Date(s) of Trip

Day of Week

Departure Time

Return Time

NATURE OF TRIP

Principal Approval Only:

☐ Day Field Trip

☐ No overnight stay, Conference/Workshop (Teacher)

Central Office Approval Required:

(Requires Appropriate Attachments)

☐ *Overnight Trip (W/Students)

☐ *Out of State Trip (W/Students)

☐ *Out of State Trip (Teacher)

☐ *Overnight Trip within 100 miles-Teacher

*Attachments (where applicable):

☐ *Letter stating qualifications for out of state trip

☐ *Itinerary - (overnight or out of state)

PURPOSE OF TRIP:

of students involved

of substitute(s) required

LISD budget code used for trip

School activity fund code used for trip

Are students being assessed for trip? If so, how much per student?

of school buses to be used, or other means of transportation

CAMPUS APPROVAL

Program Director

Principal's Signature

Zone Leader's Signature

Approved

Disapproved

Date Prin. Recv'd

Date Sent to Admin

ADMINISTRATIVE APPROVAL

Dr. Kevin Rogers, Chief Operations Officer


Dr. Waddell, LISD Superintendent

Approved/Date

Disapproved/Date

Date Received

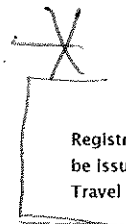
Date Returned to Princ.

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Employee Travel Guidelines

Registration Fees

Page last updated 04/13/2011



Registration Fees should be submitted on a Purchase Order. In cases where time does not allow a purchase order to be issued, registration will be reimbursed at actual cost. Original receipts are required. Attach these to the LISD Travel Expense Form below. The District does not reimburse optional items on the registration form such as tours.

Forms:

[Travel Expense Form 01-11 \(PDF\) \(Excel\)](#)

[Travel Expense Form 07-11 \(PDF\) \(Excel\)](#)

[Employee Travel Home](#)

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Lewisville Independent School District
Driver's License Check
20 - 20 SCHOOL YEAR

If you drive a school vehicle or drive your personal vehicle on school business, your driving record **must be** checked each year.

Please complete this form and forward to the Insurance Office at the Administration Building **before** you drive any school vehicle or do school business with your personal vehicle. Note: the approval process takes approximately two weeks, so you must allow this time prior to your scheduled event.

Name: 2 Date: 3
Driver's License Number: 4 State: 5
Date of Birth: 6 Campus: 7

I hereby authorize Lewisville Independent School District to run a DMV check for employment purposes or school related business which requires me to drive a district vehicle/personal vehicle for school business. I will not participate in the above action until this has been cleared by the Insurance Office.

8
Signature of applicant/Authorized Signature

9
Date

** Return to School Secretary*

**This form must be used to submit a driver's license check.
A copy of your driver's license is not acceptable.**

Use of Personal Vehicle for Business: The use of personal vehicles for school business, including the transportation of students, is recognized as unavoidable and necessary. To avoid confusion and to limit the potential liability to the District, the following, must be understood and complied with:

- ❖ If an employee uses their personal vehicle, the employee's auto insurance is the primary carrier in the event of an accident. The District's auto carrier will be secondary.
- ❖ All employees driving a District vehicle or using their own vehicle for District use must have their driving record checked. A check of the employee's driving record for the past three years will be done.
- ❖ Employees are not qualified to operate a Lewisville ISD vehicle or a privately owned vehicle on school business if they have:
 1. Three moving violations, three accidents, one DWI, or one BTR (Breath Test Refusal) for the past 36 months.
 2. Lost state of Texas driving privileges by reason of revocation, suspension, withdrawal, or denial of license to drive. When the driving license is renewed, the employee may again submit for approval to drive.

Please contact our office (469-713-5200) if you have any questions.

LISD GASOLINE CREDIT CARD FORM

Credit Card No. _____

Fuel PO # _____

School: _____

Attach Receipt(s) Here:

Organization/Club: _____

1. Reason for Trip: _____

Account Number: _____

2. Trip destination: _____

3. Total miles traveled round trip: _____

4. Trip dates: _____

5. Reference Rental Car/Truck PO # or P-Card # here: _____

6. District Vehicle's for Out of Town Travel
Authorized by _____
Print Name

Signature

Return the gasoline credit card to the Purchasing Department, Performing Arts or applicable High School within 24 hours or the first work day back. Gas receipts are also due at that time.

NOTE: Do not return the gasoline credit card in the inter-office mail. Receipt(s) and LISD Gasoline Credit Card Form must be carried by you to your bookkeeper or secretary so a Purchase Order can be entered on the system to cover the cost of the gas expense. Gasoline credit card expenses cannot be paid without a Purchase Order. All Purchase Orders are processed and accounts payable pays the bill.

Personal use of gas card is strictly prohibited.

Please tape all gasoline credit card receipt(s) for the purchase of Gasoline to this form. Use additional pages if necessary.


I have read the above requirements and agree to follow them as stated.

Date: _____

Print Name: _____

Signature: _____

return to
bookkeeper
to pick up
gas card.

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Employee Travel Guidelines



Travel by Personal Vehicle (Fund 199)

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An employee may opt to be reimbursed the Local mileage rate OR be reimbursed for actual gas expenses – not both.

Coordination of travel is required if two or more LISD employees travel on the same date to same location for same school business. LISD will reimburse mileage for only 1 car per 4 people traveling to the same location.

Gas Receipts

Original receipts for gas purchased may be submitted on the LISD Travel Expense Form below. The employee will be liable for gas taxes. Twenty cents per gallon will be deducted from the actual amount requested.

Mileage

A District employee may be reimbursed for the mileage incurred for the employee's use of a personally owned vehicle for school business purposes. With the exception of tolls and parking expenses, the mileage reimbursement is inclusive of all expenses associated with the employee's operation of a personally owned vehicle.

Mileage will be reimbursed at a maximum rate of 51 cents per mile for travel January 1, 2011 – June 30, 2011 and 55.5 cents per mile for travel July 1, 2011 and after. Individual departments may set a mileage reimbursement rate that is less than the LISD reimbursement rate. Each trip must be listed on a separate line item on the Local Mileage Reimbursement Form below.

When an employee travels from their home for district business, the District will reimburse the lesser of the mileage between Employee's home to the event or Employee's Home Campus to the event. (Example; if Employee A attends training and the mileage calculated from their home is 20 miles one way, but the mileage from their home campus is 15 miles, we will only reimburse 15 miles. Or if the mileage calculated from their home is 15 miles one way, but the mileage from their home campus is 20 miles, we will again only reimburse 15 miles).

When mileage is claimed for athletic scouting purposes, the High School benefiting from the scouting will be considered the Employee's home campus when calculating mileage. (Example: a Middle school PE Teacher is conducting scouting for Hebron High School. Their home campus will be Hebron High School for all scouting activities).

Local Mileage Reimbursement

Local travel is considered to be within a 100-mile radius of school district headquarters. A local travel reimbursement form may be used for travel that does not require an overnight stay.

Local travel reimbursement requests must be submitted annually or in the month when the total mileage reimbursement reaches \$50. Requests that are not timely may be denied.

Local travel expenses thru August 31st must be submitted for reimbursement by September 10th in order for the expenditure to be recorded in the correct fiscal year. Failure to meet this deadline may result in the denial of the request.

See the District Mileage Chart for mileage between campuses.

Out of District Mileage Reimbursement

The amount of a mileage reimbursement may not exceed the product of the number of miles traveled times the current mileage rate. When driving by personal vehicle, the total cost of the trip may not exceed what the total cost would have been had the employee(s) traveled by air.

Parking, Tolls & Taxi Reimbursement

Taxi fares, parking and tolls may be reimbursed if fees are incurred in course of school business and original receipts are attached to a properly completed LISD Expense Statement. Sales Tax associated with parking charges will be reimbursed. Valet Parking will not be reimbursed. Airport Parking Fees will be reimbursed at remote rate only. A tip of up to 15% of taxi fare can be reimbursed.

See [Federal and State Grant Travel Guidelines](#) for meals to be reimbursed using grant funds.

Forms:

[Local Mileage Reimbursement Form 01-11 \(PDF\) \(Excel\)](#)

[Local Mileage Reimbursement Form 07-11 \(PDF\) \(Excel\)](#)

[Mileage Chart \(PDF\) \(Excel\)](#) - [Mileage Chart Legend](#)


[Travel Expense Form 01-11 \(PDF\) \(Excel\)](#)

[Travel Expense Form 07-11 \(PDF\) \(Excel\)](#)

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Employee Travel Guidelines



Rental Vehicles

Last page updated 2/21/2012

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Arrangement for rental vehicles must follow these guidelines for [Requirements for Rental Vehicles](#).

The rental car must be the cheapest car available and no reimbursement can be made for personal use of this vehicle.

All employees renting vehicles on behalf of Lewisville ISD **MUST accept the Loss Damage Waiver (LDW)**. They must **DECLINE** all other coverage. If the employee elects coverage in excess of the LDW Insurance, the employee will not be reimbursed. Lewisville ISD's automobile Insurance policy provides the liability Insurance for all rented vehicles. However, the policy does not cover any damage to the rented vehicle caused by the renter.

One driver per rental vehicle is allowed, charges for additional drivers will not be reimbursed.

Gas Receipts

Original receipts for gas purchased may be submitted on the LISD Travel Expense Form below. Gasoline credit cards can also be used with district vehicles. The Purchasing Department maintains gasoline credit cards which can be picked up Monday through Friday between 8:00 am and 5:00 pm, excluding district holidays. All gas card charges must be submitted on a Purchase Order upon completion of the trip. See procedure for Gasoline Credit Cards for more details or contact Sharon Haney at 972-350-4749 if additional information is needed. If gas card is not obtained, the employee will be liable for gas taxes. Twenty cents per gallon will be deducted from the actual amount requested if a gas card is not used. Gasoline purchased on the district's gasoline credit card is not to be used for personal travel.

Receipt Requirements for Vehicle Rental

Employee must submit a detailed receipt with LISD Travel Expense Form below if reimbursement is to be considered.


The receipt issued by a motor vehicle rental company must be included in the supporting documentation for a reimbursement of the cost of renting a motor vehicle from the company. Unless otherwise authorized by this subsection, the receipt must be original and complete. A receipt that has been altered by any person other than the company is unacceptable.

The receipt must show the starting and ending dates of the rental, specify the name of the motor vehicle rental company, specify the name of the renter, and itemize the expenses incurred. If the receipt does not provide all the preceding items and the rental contract provides the missing items, then the contract also may be included in the supporting documentation. The contract must also be original, complete, and unaltered.

A receipt of contract to which additional information has been added is considered unaltered for the purposes of the two preceding paragraphs if the additional information does not conflict with the original information on the receipt or contract.

Forms:

[Gasoline Credit Card Form](#)[Enterprise Rent-A-Car Returning Keys](#)[Motor Vehicle Rental Exemption Certificate form](#)[Travel Expense Form 01-11 \(PDF\) \(Excel\)](#)[Travel Expense Form 07-11 \(PDF\) \(Excel\)](#)

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Employee Travel Guidelines

Travel by Air (Fund 199)

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Airline Tickets are non refundable and not transferable to another person. Please check name spelling/dates/flight times and cities to and from for accuracy. In all District airline travel, the boarding pass(es) must be submitted with your LISD Travel Expense Form. For Southwest Airlines, print a duplicate copy of the boarding pass to attach to the LISD Travel Expense Form.

Employees may be reimbursed for checking one bag when traveling by air. A proper receipt should be submitted for reimbursement.

Any changes or deviations to the following air travel procedures must be approved in advance by the Superintendent or Chief Financial Officer of LISD.

Self Reservations

An original receipt and boarding passes must be submitted with your LISD Travel Expense Form for reimbursement of airfare. Airline tickets must be purchased at least 14 days in advance of travel and must be for economy class travel or the employee may not be reimbursed for airfare.

Assisted and Group Reservations

Airlines tickets may be purchased by the District Purchasing Department at least 14 days prior to trip by contacting Cherie Pemberton (972/350-4743). Information to be included in your travel request is as follows:


1. Person's Name - must be name as it appears on your driver's license.
2. Airport departure location.
3. Airport arrival location.
4. Date and approximate time you wish to leave.
5. Date and approximate time you wish to return.
6. Verification of funds for ticket purchase.
7. If traveling out of state, attached copy of approved Administrator's Request for Planned Absence Approval Form.

The Purchasing Department will make arrangements and then advise requestor of amount. Requestor must then work with campus bookkeeper / secretary to submit a Purchase Request to V8810875 American Airlines, Inc. (CSP#1982-08) on the BusinessPLUS System for the amount approved by the Purchasing Department. Purchase order must be approved prior to trip.

See [Federal and State Grant Travel Guidelines](#) for meals to be reimbursed using grant funds.

Forms:

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Employee Travel Guidelines



Lodging (Fund 199)

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Overnight Travel within the District

Lodging reimbursements outside the boundaries of LISD but within 100 miles require prior written approval from the Superintendent.

Overnight Travel within the State of Texas

A school district employee is entitled to lodging expenses incurred on a day that the employee conducts official school business at a duty point located 100 miles from school district headquarters. Lodging expenses will be reimbursed for the day before business is to be conducted provided that the stay is required in order to be at a scheduled meeting on time.

Hotel charges within the state of Texas are exempt from state hotel occupancy tax upon the presentation of a valid Texas hotel occupancy tax exemption form and Letter of Exemption (below). LISD will not reimburse an employee for a state hotel occupancy tax charged by a lodging establishment because the employee fails to present a properly completed exemption certificate and Letter of Exemption to the establishment. Hotel receipts must include the dates of stay and a detailed breakdown of charges including taxes paid. Be aware that some on-line hotel booking sites do not provide receipts with proper detail. The use of these sites may jeopardize reimbursement.

If lodging expenses are reimbursable the reimbursement cannot exceed the lesser of \$85.00 (effective Sept. 1, 2005) per night, plus applicable taxes, per employee or the actual cost of lodging. If staying at convention headquarters, it is permissible to exceed the \$85.00 per night per employee rate provided documentation stating the conference hotel name and rates is attached to the MP when submitted. The stated conference rate and corresponding taxes is the maximum that will be reimbursed. If a hotel reimbursement is reduced to meet per diem requirements, the amount of taxes to be reimbursed will be reduced accordingly.

Example: An employee traveled to a training event and stayed at a hotel with a room charge of \$169/night plus related reimbursable taxes of \$15.21 (9% of \$169). Because this was not a conference hotel, the maximum reimbursement would be \$85 for the room and \$7.65 for taxes (9% of \$85).

This reimbursement limit applies without a carryover from one day to another or from one lodging establishment to another. For example, if an employee incurs a lodging expense of \$60 on day 1 of a trip and \$90 on day 2 of that trip, only \$145 of those expenses is reimbursable.

When employees share a room, one employee may pay for the total cost of the room and will be reimbursed for the cost upon submission of an original hotel receipt. The name of the employee that shared the room must be written on the expense reimbursement request or hotel receipt. If each individual pays for their own share of the room expense, each employee must submit an original receipt with their reimbursement request. Lodging expenses must not exceed the applicable maximum lodging reimbursement rate. Hotels will supply individual receipts when more than one payment is received.

If meals or other incidentals are charged to the hotel bill, they must be deducted to calculate actual lodging expenses. Original receipts must be included for reimbursement.

Reasonable charges for internet service may be reimbursed when required for business purposes.

Overnight Travel Outside the State

Out of State travel by employees/staff requires the approval of the Superintendent. Documentation indicating the Superintendent's approval must be submitted with the payment request.

Lodging reimbursement for Out of State travel will follow the rates for each locality listed at the US General Services Administration web site for [Domestic Per Diem Rates](#). If lodging expenses are reimbursable, the reimbursement cannot exceed the lesser of the rate stated for the locality per night per employee or the actual cost of lodging. A copy of the GSA web page with rate must be attached with expense form. **If staying at convention headquarters, it is permissible to exceed the state locality rate per night per employee rate provided documentation stating the conference hotel name and rates is attached to the MP when submitted.


Hotel receipts must include the dates of stay and a detailed breakdown of charges including taxes paid. Be aware that some on-line hotel booking sites do not provide receipts with proper detail. The use of these sites may jeopardize reimbursement.

See [Federal and State Grant Travel Guidelines](#) for meals to be reimbursed using grant funds.

Forms:

[Hotel Occupancy Sales Tax Exemption Certificate with Letter of Exemption](#)

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Employee Travel Guidelines



Meals (Fund 199)

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An LISD employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official school business when:



1. An overnight stay is required.
2. The employee is out of LISD boundaries for more than six (6) consecutive hours.

Meals will be reimbursed on a Per Diem basis in accordance with the schedule provided below. Per Diem Meal Reimbursement does not require receipts.

Rates effective 01/01/07:



Breakfast: \$7.00
Lunch: \$11.00
Dinner: \$18.00

Meals with an Overnight Stay



Meal reimbursements for Out of State travel will follow the rates for each locality listed at the US General Services Administration web site for [Domestic Per Diem Rates](#). Please note that LISD does not reimburse for the \$5 incidental expenses that are included in the M&IE rate listed on the web site. A breakdown (breakfast, lunch, dinner, and incidental expense) of the total rate can be displayed by clicking on the "Meal and Incidental Expense Breakdown" selection on the left of the screen.



You may only request reimbursement for meals after your departure and before your return. For example, if you leave at 3 pm, you are not entitled for breakfast or lunch reimbursement. If neither the city nor the county is on the per diem listing, it will be reimbursed at the maximum rate assigned by the Texas State Comptroller's Office - \$85 for lodging and \$36 for per diem meals. For travel involving an overnight stay, the IRS does not allow reimbursement for a full day of meals on the days the employee departs and returns. The IRS considers the total day's reimbursement to be for a 24 hour day of travel, therefore an employee must be gone for the full 24 hours to be entitled for the full day's reimbursement (\$36 in Texas). The total meal reimbursement for the day the employee departs and returns will be limited to a maximum of 75% of the full day's per diem amount (\$27 in Texas).

Example: An employee leaves for an overnight trip within Texas at 9 a.m. They return the next day at 3 p.m. The employee will be reimbursed \$27 for the day the employee departs (qualifies for lunch and dinner, but is limited to the max of \$27) and \$18 for the day the employee returns (breakfast and lunch).

Employees must not ask to be reimbursed at the Per Diem rate for any meal that is included as part of a registration at a school business event (Example: Luncheons or Banquets). A meal included as part of a conference or workshop, or provided by a vendor, will result in a corresponding deduction to the per diem amount.

Example: If lunch is included with a conference fee, the \$11 lunch per diem amount would not be reimbursed to the employee. Similarly, if a meal is provided by a vendor, the employee is not entitled to the per diem amount for that meal.

Each employee must submit their own request for Per Diem Meal Reimbursement. Multiple employee reimbursements will not be paid out to one employee. Reimbursement requests for meals must be submitted to campus bookkeeper / secretary by fully completing an LISD Travel Expense Form below. Both the claimant and Supervisor must sign the expense report before it will be processed.

Meals with No Overnight Stay

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Meals with no overnight stay are required by the IRS to be included on the employee's W-2 form as a taxable fringe benefit. To request reimbursement for meals with no overnight stay complete the LISD Travel Expense Form below detailing the amount requested for each date/meal, and enter the total amount for all meals not associated with an overnight stay in the box at the bottom right of the Travel Expense Form labeled "Amount to be paid through Payroll (meals not related to overnight stay)." This total should not be included in the MP amount when it is entered into BusinessPLUS. All other expenses that are listed on the Travel Expense Form should be totaled in the "Amount to be paid on MPR (including meals requiring an overnight stay)" form. The amounts of these two boxes should total the amount listed in the "Due Employee" box. If meals are included on the Travel Expense Form but the hotel expenses are not being claimed, a copy of the hotel receipt must be attached to the form to verify that an overnight stay did occur.

Meals not related to an overnight stay must be coded to object code 6138. Please complete the remainder of the account code related to these meals in the space provided on the bottom of the Travel Expense Form. It will be necessary to transfer budget to cover the amounts paid from object 6138. This account will be included in your monthly deficit reports.

The reimbursement for taxable meals will be paid thru payroll on the employee's paycheck following receipt of the MP in accordance with payroll cutoff dates.

See [Federal and State Grant Travel Guidelines](#) for meals to be reimbursed using grant funds.

Forms:

[Travel Expense Form 01-11 \(PDF\) \(Excel\)](#)

[Travel Expense Form 07-11 \(PDF\) \(Excel\)](#)

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* Attach all receipts - signed

* Attach copy of agenda *

Travel Expense Form

Revised Rates Beginning 1/1/09

Employee: 11
 Address: 2
 Nature of Business: 3
 Destination: 4
 Departure Date: 5
 Departure Time: 7
 Return Date: 6
 Return Time: 8

Campus: 9
 Send Check To:
 Vendor Number:
 Account: 10


Number of:	Teacher/Adm.	Students	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Meals: Must attach web page with rate if using out-of-state rate										
In-State		Allowed								
Breakfast		\$ 7.00								
Lunch		\$ 11.00								
Dinner		\$ 18.00								
In-State Per Diem		\$ 36.00								
Lodging: Must attach web page with rate if using out-of-state rate										
In-State Rate *		max = \$ 85.00								
Airfare (if not prepaid) / Luggage check-in fee (1 bag only)										
Auto Rental										
Registration										
Taxi / Shuttle / Tolls / Parking										
Actual Mileage or Gasoline Receipts										
From	To	Mileage	Rate							
			\$ 0.550							
			\$ 0.550							
Daily Total										

* Beg. 9/01/05 max = \$85

Signature of Claimant: 11 Date: 12/1
 Signature indicates that information included on this form is true and correct and expenses have not been reimbursed by any other entity.
 Original receipts must be attached for expenses other than per diem meals and mileage reimbursement

Supervisor's Approval: 12 Date: 12/1
 Amount to be paid on MPR (including meals requiring an overnight stay)
 Amount to be paid thru Payroll (meals not related to an overnight stay)**

** Meals not requiring an overnight stay are taxable income to the employee per the IRS and will be included on the employee's W-2 as taxable income

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Employee Travel Guidelines



How Will Travel Expenses Be Paid?

Page last updated 9/7/11

Expense Statement

Travel expenses authorized under this guideline will be reimbursed to the employee after the trip upon submission of a properly completed LISD Travel Expense Form below to the campus bookkeeper or secretary. The Expense Statement must be submitted within 10 days of completion of travel. The bookkeeper/secretary will request reimbursement from the Business Office by entering MP data into the BusinessPLUS System. After a supervisor has approved the MP in the BusinessPLUS System, forward a copy of the MP request along with original receipts and Expense Statement to the Budget Department at the Bolin Administrative Center.

Non-Reimbursable Expenses

- Any expense that does not relate to official school business
- Any expense which has not been budgeted
- Tips or gratuities (except meals only within per diem and up to 15% of taxi fare)
- Sales and Use Taxes if applicable laws provide an exemption from those taxes (except meals only within per diem)
- Meals for any employee within the boundaries of LISD
- Cancellation fees including but not limited to airlines, hotels, and registration fees
- Alcoholic beverages
- Expenses incurred for a spouse
- Tours and other entertainment
- Personal items
- Newspapers and magazines
- Personal phone calls
- Snacks
- Gambling losses
- Movies (in hotel or in a theater)
- Dry cleaning fees
- Souvenirs
- Expenses that are not supported by proper detailed receipt (when receipts are required)

Forms:

[Local Mileage Reimbursement Form 01-11 \(PDF\) \(Excel\)](#)

[Local Mileage Reimbursement Form 07-11 \(PDF\) \(Excel\)](#)

[Travel Expense Form 01-11 \(PDF\) \(Excel\)](#)

[Travel Expense Form 07-11 \(PDF\) \(Excel\)](#)

[Employee Travel Home](#)

[Travel Guidelines](#)

[Business Office Procedures](#)

[Registration Fees](#)

[Meals](#)

[Lodging](#)

[Travel by Air](#)

[Travel by Personal Vehicle](#)

[Registration Fees](#)

[Rental Vehicles](#)

[Multiple Reimbursements for a Travel Expense](#)

[Cancellation Fees](#)

[How Will Travel Expenses Be Paid?](#)

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