

**SAN ANGELO INDEPENDENT SCHOOL DISTRICT
COMPLETED TRIP REPORT**

Please complete and return this form to the Accounting Office within 5 working days after returning from the trip.
See the attached instruction sheet for details.

NAME: _____

CAMPUS OR DEPARTMENT: _____

CONFERENCE/WORKSHOP TITLE: _____

LOCATION: _____

DEPARTURE DATE: _____

RETURN DATE: _____

TRIP REIMBURSEMENT INFORMATION

PERSONAL VEHICLE MILEAGE _____ miles @ 58 cents per mile _____

Odometer beginning _____ Odometer ending _____
or, attach electronic mapping from the website of your choice

TRAVEL EXPENSES - Airline, Bus, Train Tickets _____
(Receipts Required)

LODGING _____
(Must provide final itemized bill from checkout)

MISCELLANEOUS EXPENSES _____
(Receipts Required)
Registration fees _____
Taxi/Parking _____
Car Rental _____
Other: _____

MEALS - Actual costs incurred excluding tips and gratuities
(Receipts for meals are not required by Accounting but may be required by Budget Manager or Federal Program)
Breakfast _____ Lunch _____ Dinner _____

MEAL REIMBURSEMENT AMOUNT _____

SUMMARY

TOTAL COST OF TRIP _____

LESS AMOUNTS PAID IN ADVANCE _____

AMOUNT DUE: _____

EMPLOYEE SIGNATURE _____

ADMINISTRATIVE APPROVAL _____

BUDGET CODE _____

**Instructions for Completing the San Angelo Independent School District Trip Report Form
(Effective February 2019)**

Expenditures incurred while traveling out of town for school business purposes are reimbursable. The form “*San Angelo Independent School District Completed Trip Report*” is to be used to request reimbursement and must include specific information such as: the location and purpose of the trip, the budget code that will pay for the expenditures etc.

Mileage:

Mileage for travel in a personal vehicle will be paid at the rate of 58 cents per mile.

Choose one of two methods for calculating mileage:

1. Report beginning and ending odometer readings, or
2. Provide electronic mileage calculations from the website of your choice.

Travel Expenses:

Employees are encouraged to use district issued credit cards for these purposes. Costs may be pre-paid by check if requested at least ten days in advance (exceptions will be made for post-district events). Otherwise, expenses for travel are reimbursed at full cost upon completion of the trip (receipts are required).

Lodging:

Hotel reimbursement is limited to the federal per diem rate for the destination city (found at www.gsa.gov). Exceptions will be made for state and regional conferences, academies, and major seminars where the host hotel rate exceeds the allowable rate. A conference brochure (with printed rates) must be attached to the Completed Trip Report to request reimbursement above the federal per diem rate.

The district is exempt from the [Texas State Sales Tax](#) and [State Occupancy Tax](#) and will not reimburse the cost. Please use applicable tax exempt forms when traveling. Links to the exemption forms can be found on the district website at “About SAISD/Online Forms.”

Report actual expenditure for lodging and provide the itemized final hotel bill obtained at checkout for documentation.

Meals:

Claim the actual costs incurred - excluding tips or gratuities. Reimbursement will be made for actual costs up to \$46 per day or the rate for the destination city as listed on the GSA website (www.gsa.gov).

Meals will be reimbursed only in connection with travel that involves an overnight stay. However, when a ‘day trip’ involves out of town travel and extends beyond 7:00 P.M. reimbursement is allowed up to ½ of the normal meal rates for the destination city. Reimbursement for meals on the first and last day of travel is limited to 75% of the GSA rates.

Note: Receipts for meals may be required at the discretion of the Budget Manager or for Federal Programs.

Miscellaneous Expenses:

Registration fees, taxis, car rentals, parking costs, or other items not specifically listed above may be reimbursed (receipts are required).

Complete the form with the appropriate signatures and submit to the Accounting Department.