



Runge Independent School District

P.O. Box 158 Runge, TX 78151

2015-2016

Travel Reimbursements

District Travel Consideration	Student Rates	Board, Employee, and Superintendent Rates
Mileage	Not Applicable	54 cents per mile
Lodging	Up to \$85.00 ①	Up to \$85.00 ①
Meals	Up to \$30.00	Up to \$40.00
Meal Breakdown	Breakfast: \$8.00 Lunch: \$10.00 Dinner: \$12.00	Breakfast: \$10.00 Lunch: \$12.00 Dinner: \$18.00

Student Day Trip:

Receipt required at \$7.00 per meal or \$14.00 for two meals.
 Post district meals increase to \$10.00 per meal or \$20.00 for two meals.
 Employees traveling with students must also use student meal prices.

Employees:

Day Trips: Receipts for reimbursement based on meal breakdown.
Overnight Trips: Meal receipts must be submitted upon return from trip.
 Employees traveling without students may use the employee meal prices.

Travel Note:

Rates: Student and all other district rates are set as listed in the chart.
 ① In extenuating circumstances the superintendent may authorize a rate no higher than those posted by the Texas State Comptroller.

Posted: October 2015

Contact the following with questions:

Business Manager
 (830) 239-4315 ext. 109

Superintendent
 (830) 239-4315 ext. 100

Recommendation and Source:

Texas Comptroller of Public Accounts, Window on State Government
<https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>

2015-2016
Runge Independent School District
Employee Travel Request

Name _____ Campus _____

Address _____ City _____ Zip _____

Budget Code: _____

Purpose of Travel: _____

Date/Dates: _____

Time of Departure: _____ am/pm Time of Return: _____ am/pm

Meal Reimbursements: To qualify for meals, claimant must depart by 6:00 a.m. for breakfast, 10:00 a.m. for lunch, and return no earlier than 8:00 p.m. for dinner.

_____	Breakfast	@ \$10.00	\$ _____
_____	Lunch	@ \$12.00	\$ _____
_____	Dinner	@ \$18.00	\$ _____

Mileage Reimbursement:
 _____ miles at 54 cents per mile \$ _____

Total Reimbursement Claim \$ _____

 Employee Signature/Date

 Supervisor/Date

 Supervisor/Date

 Superintendent/Date

NOTE:

2015-2016
Runge Independent School District
Student Travel Request

Extracurricular Activity/Event: _____

Budget Code: _____

Purpose of Travel: _____

Date/Dates: _____

Time of Departure: _____ am/pm Time of Return: _____ am/pm

Meal Reimbursements: To qualify for meals, claimant must depart by 6:00 a.m. for breakfast, 10:00 a.m. for lunch, and return no earlier than 8:00 p.m. for dinner.

_____ Breakfast @ \$ 8.00 \$ _____

_____ Lunch @ \$10.00 \$ _____

_____ Dinner @ \$12.00 \$ _____

Meal Reimbursement Claim \$ _____

Claim _____ X No. Students _____ = \$ _____

Attach an itinerary and/or list of sponsors and students attending event.

Sponsor Signature/Date

Supervisor/Date

Superintendent/Date

NOTE:
