



**Runge Independent School District**  
**P.O. Box 158 Runge, TX 78151**

**2018-2019**  
**Travel Reimbursements**

District Travel Consideration	Student Rates	Board, Employee, and Superintendent Rates
<b>Mileage</b>	Not Applicable	.545 cents per mile
<b>Lodging</b>	Up to \$91.00 ①	Up to \$91.00 ①
<b>Meals</b>	Up to \$40.00	Up to \$40.00
<b>Meal Breakdown</b>	Breakfast: \$10.00 Lunch: \$12.00 Dinner: \$18.00	Breakfast: \$10.00 Lunch: \$12.00 Dinner: \$18.00

**Student Day Trip:**

Receipt required at \$9.00 per meal or \$18.00 for two meals.  
 Post district meals increase to \$12.00 per meal or \$24.00 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.

**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.

**Contact the following with questions:**

Business Manager  
 (830) 239-4315 ext. 206

Superintendent  
 (830) 239-4315 ext. 204

**Recommendation and Source:**

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

Board Approved: 08/30/2018

2018-2019  
**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 .545 cents per mile \$ \_\_\_\_\_

**Total Reimbursement Claim** \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor/Date

\_\_\_\_\_  
Supervisor/Date

\_\_\_\_\_  
Superintendent/Date

NOTE:     
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2018-2019  
**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	@ \$ 10.00	\$ _____
_____	Lunch	@ \$12.00	\$ _____
_____	Dinner	@ \$18.00	\$ _____

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:          
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