

TRAVEL GUIDELINES

If available, a district vehicle may be used for district travel. If a vehicle is not available the employee may be eligible for reimbursement according to guidelines. A Transportation Request must be complete to use a district vehicle. If you are requesting mileage, the transportation request must be denied and your copy turned in with your purchase order request for mileage. The current HISD rate of mileage is \$.50 / mile. Mileage will be paid according to your beginning and ending odometer reading.

Meals will be reimbursed at a per diem rate currently maximum of \$30 per day with no receipts required.

Lodging checks will be issued to the hotel only; unless the employee chooses to be reimbursed upon returning (receipt MUST be provided). Hotel reimbursement upon returning must first be approved by your principal/director. **HISD is not subject to state taxes.**

Every effort should be made to find reasonable rates as the district is subject to the State Rate for Hotel expenses. When making reservations please advise the selected hotel that you are eligible for the State Rate. The current state rate is \$85 per night.

Full reimbursement will be made for reasonable expenses as approved by supervisor such as parking, etc. Receipts must be provided.