

# RUSK INDEPENDENT SCHOOL DISTRICT

203 East 7<sup>th</sup> Street  
Rusk, Texas 75785

## Travel Expense Claim Form

\_\_\_\_\_  
Name of Claimant Campus/Department

Purpose of Trip: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Covered by this Claim Form: From \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
Both Dates Inclusive

Trip Begin Time: \_\_\_\_\_ Trip End Time: \_\_\_\_\_

Distribution	Amount	
Fares, Railroad, Bus, Taxi (Less Federal Tax)		
Personal Car (From Schedule A)		
Hotel or Room Rent (Attach Receipts)		
Meals for <b>Overnight</b> Travel (From Schedule B, Attach Receipts)		
Meals for <b>Overnight</b> Travel-Group (Attach Receipts)		
Other Traveling Expenses (Itemize)		
Incidental Expense (ex. Hotel Occupancy Tax is considered an incidental expense and not a portion of the lodging reimbursement rate.)		
Total		

Meals for <b>Less than Overnight</b> Travel (From Schedule B, Attach Receipts) (To be reimbursed through payroll as wages according to IRS regulations)		
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The State of Texas; County of Cherokee, I do solemnly confirm that the expense account rendered above, totaling \$\_\_\_\_\_ is true, correct and has been paid by me.

\_\_\_\_\_  
Signature of Claimant

Approved \_\_\_\_\_  
Authorized Supervisor

Date Submitted \_\_\_\_\_

\_\_\_\_\_  
Budget Code to be completed by Supervisor

**All trips for which reimbursement of expenses is expected must be approved by the administration prior to making the trip.**

**Report of Transportation between Towns**  
**Schedule A – Mileage**  
**(For personal Car Use Only)**

Date	Time Leave	Town		Time Arrive	Mileage (Between Towns)
		From	To		
Total Mileage					
Total Amount (Total Mileage x \$.535/Mile)					

**Meals**

- Meals are reimbursed at **ACTUAL** meal expense not to exceed allowance. Allowance amount includes tips. Allowances are on a per meal basis.
- Food, beverages, and snacks outside of regular meals are not reimbursable.
- Receipts are required for reimbursement of meals per Rusk ISD Travel Guidelines. Receipt should be date and time-stamped with detail information. Credit card receipt with total is not adequate. Receipts without detail will only be accepted if restaurant does not provide detailed receipt and restaurant has stamped or signed and dated receipt.
- Tips will be reimbursed up to 15% of meal cost. Tips should be reflected on receipt.
- Enter dates and **ACTUAL** meal amounts in Schedule B below. If actual exceeds allowance, enter allowance amount.
- Amounts listed below reflect maximum amounts for areas not listed in federal Domestic Maximum Per Diem Rates.
- For areas listed in federal Domestic Maximum Per Diem Rates, indicate location and per diem total and apply percentages for individual meals in Schedule B below (see Travel Reimbursement Rates for listed rates).

**Schedule B - Meals**

Date	Breakfast	Lunch	Dinner	Amount
<b>Less Than Overnight - \$36 Total</b>	<b>\$8.00 (22%)</b>	<b>\$11.00 (30%)</b>	<b>\$17.00 (48%)</b>	
<b>Overnight Travel - \$55 Total</b>	<b>\$12.00 (22%)</b>	<b>\$17.00 (30%)</b>	<b>\$26.00 (48%)</b>	
List Location and Total Federal Per Diem Amount:	(22%)	(30%)	(48%)	
Total Amount				

1. Parking, tolls, and other similar expenses are only reimbursable if accompanied by a receipt.
2. Two or more staff members of the same sex should arrange to share room accommodations.
3. Tips for bellhops are not reimbursable.

**Office Use Only:**

- Tips will not be reimbursed from state or federal funds per legal requirements, but will be reimbursed from local funds only.
- The cost of meals for travel of less than six consecutive hours is not reimbursable from grant funds and must be charged to local funds.
- Reimbursement rates for mileage, meals, and lodging will be the maximum state reimbursement rates in effect at the beginning of the fiscal year and will remain at those rates for the entire fiscal year. If state rates decrease, reimbursement in excess of state rate will be charged to local funds.