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**Note:** For guideline purposes only, the [state travel reimbursement rates](#)<sup>1</sup> are available on the Texas Comptroller of Public Accounts website.

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Each Board member who is authorized to travel assumes responsibility to limit travel expense claims to costs incurred on travel that is clearly for the purpose of discharging essential official business of the District, in accordance with Board policy, the District improvement plan, the Board member's training plan, or official Board action. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

**Travel  
Reimbursement**

**Hotel**

Board member expenses associated with authorized trips will be reimbursed in accordance with the following allowances.

The cost of the hotel room, less any additional charge for double occupancy when the Board member is accompanied by any other person not having a District-related duty, will be reimbursed, provided the traveler's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. The District will not pay for room service, movies, personal telephone calls, or other types of personal service.

**Meals**

A Board member will receive reimbursement for meals only to the maximum amounts established below or for specific cities or counties as provided in the U.S. General Services Administration (GSA) per diem:

Meal	Maximum Amount
Breakfast	\$16.00
Lunch	\$19.00
Dinner	\$28.00
Incidentals	\$5.00

To be eligible for a meal reimbursement, the Board member must be away from the District a minimum of eight hours.

A "paid" bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must carry the date of the meal, the name and location of the food establishment, and the signature of the Board member. If no receipts are presented for meals, the Board member shall be reimbursed at the prevailing GSA per diem rate per day of travel.

Registration Fees	To receive reimbursement for out-of-pocket registration fees, a Board member must submit a "paid" bill or receipt from the meeting sponsor that includes the date and the amount paid by the Board member.
Public Transportation	Actual costs for public transportation will be reimbursed. Board members, when traveling by commercial airline, must travel tourist/economy class when such space is available. Receipts for public transportation must be attached to the Board member's request for reimbursement.
	Taxicab expenses will be reimbursed at actual cost. To the extent possible, the Board member must attach receipts for any taxi use.
Private Transportation	Car rentals will be reimbursed at actual cost. Receipts for car rental costs must be attached to the Board member's request for reimbursement. A detailed statement of justification for the car rental must be attached to the request for reimbursement.
	Travel outside of the District in the Board member's private vehicle will be reimbursed at the GSA per diem mileage reimbursement rate. Mileage claims will be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted, as well as documented incidental travel in the destination city.
	When two or more Board members travel in a single private vehicle, only one will receive a transportation allowance.
Parking Fees	A Board member who drives a vehicle to a meeting and is required to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.
Miscellaneous Expenses	The District will make reimbursement for other miscellaneous expenses, such as tips, tolls, and the like, when the Board member documents those expenses and presents receipts, to the extent feasible.
Reimbursement Deadline	The District will make reimbursement for properly documented expenses only if the request for reimbursement is submitted to the business office on the appropriate forms, with any necessary receipts attached, no later than ten days after the trip.

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<sup>1</sup> Texas Comptroller of Public Accounts, Travel Reimbursement Rates:  
<https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php>