San Felipe Del Rio CISD
Employee Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	NOTES
MEALS **Partial Day Travel** **-** District advance/ reimbursement are based on departure and return times.	**EMPLOYEE PER DIEM STANDARD $68.00** Breakfast - $ 16.00 Lunch - $ 19.00 Dinner - $ 28.00 Incidentals - $ 5.00 ***Per diem rates for Texas vary on city-refer to GSA guide*** **EMPLOYEE FEDERAL PER DIEM STANDARD $36.00** One day travel Breakfast - $ 6.00 Lunch - $ 10.00 Dinner - $ 20.00 **EMPLOYEE FEDERAL PER DIEM STANDARD $63.00** Overnight trip Breakfast - $ 16.00 Lunch - $ 19.00 Dinner - $ 28.00	**Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)** **Sales tax must be paid on meals unless the District contracts the meals and a check is used to pay for the meals (either at time of purchase or by PO)** ****Sales tax will not be refunded when Federal funds are used**** **Travelers are not required to return receipts in for meals** ****unless using Federal Funds**** **Parking fees and internet charges are included as part of incidentals per diem rate** ****incidentals are not given for Federal funded trips****
TRANSPORTATION - **By private vehicle** - **By district vehicle**	**Private Vehicle Object Code 6411 – Mileage rate $0.76 (7/1/2026)** Refer to MapQuest to determine mileage for allowable advances **Van Object Code 6411 – Mileage rate $0.85**	
LODGING	**STANDARD RATE $110.00 – ORIGINAL DETAILED HOTEL RECEIPT REQUIRED** **Hotel rates for Texas vary on city – refer to GSA guide** **When possible, double occupancy is expected (total rate $220)** **District is exempt from Texas state hotel occupancy tax**	
OTHER EXPENSES - Registration fees **OTHER NOTES**	**Registration/entry forms required with itinerary** Federal fund TEA meal allowance is $63.00 for overnight trips and $36.00 for non-overnight trips, lodging is $110.00 Any amount over these allowances must be paid from local funds (1XX)	

MEALS ALLOWED	DEPARTURE from Del Rio BEFORE	RETURN to Del Rio AFTER
BREAKFAST	8:00 AM	8:00 AM
LUNCH	12:00 PM	12:00 PM
DINNER	6:00 PM	6:00 PM

Return travel must be completed and returned within five (5) workdays after trip

Revised August 11, 2026