

**San Felipe Del Rio CISD**  
**Employee Travel Guidelines**

EXPENSE CATEGORY	TRAVEL IN STATE	NOTES												
<b>MEALS</b>  <b>Partial Day Travel</b> - District advance/ reimbursement are based on departure and return times.	<p><b>EMPLOYEE PER DIEM STANDARD \$68.00</b></p> <p>Breakfast - \$ 16.00  Lunch - \$ 19.00  Dinner - \$ 28.00  Incidentals - \$ 5.00</p> <p><i>Per diem rates for Texas vary on city-refer to GSA guide</i></p> <p><b>EMPLOYEE FEDERAL PER DIEM STANDARD \$36.00</b></p> <p>One day travel      Breakfast - \$ 6.00  Lunch - \$ 10.00  Dinner - \$ 20.00</p> <p><b>EMPLOYEE FEDERAL PER DIEM STANDARD \$63.00</b></p> <p>Overnight trip      Breakfast - \$ 16.00  Lunch - \$ 19.00  Dinner - \$ 28.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; color: red;">MEALS ALLOWED</th> <th style="text-align: center; color: red;">DEPARTURE from Del Rio BEFORE</th> <th style="text-align: center; color: red;">RETURN to Del Rio AFTER</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; color: blue;">BREAKFAST</td> <td style="text-align: center; color: blue;">8:00 AM</td> <td style="text-align: center; color: blue;">8:00 AM</td> </tr> <tr> <td style="text-align: center; color: blue;">LUNCH</td> <td style="text-align: center; color: blue;">12:00 PM</td> <td style="text-align: center; color: blue;">12:00 PM</td> </tr> <tr> <td style="text-align: center; color: blue;">DINNER</td> <td style="text-align: center; color: blue;">6:00 PM</td> <td style="text-align: center; color: blue;">6:00 PM</td> </tr> </tbody> </table>	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	<p><b>Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)</b></p> <p><b>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*</b></p> <p><b>Travelers are not required to return receipts in for meals *unless using Federal Funds*</b></p> <p><b>Parking fees and internet charges are included as part of incidentals per diem rate *incidentals are not given for Federal funded trips*</b></p>
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<b>TRANSPORTATION</b>  - By private vehicle - By district vehicle	<p><b>Private Vehicle Object Code 6411 – Mileage rate \$0.725 (1/1/2026)</b></p> <p>Refer to MapQuest to determine mileage for allowable advances</p> <p><b>Van Object Code 6411 – Mileage rate \$0.85</b></p>													
<b>LODGING</b>	<p><b>STANDARD RATE \$110.00 – ORIGINAL DETAILED HOTEL RECEIPT REQUIRED</b></p> <p>Hotel rates for Texas vary on city – refer to GSA guide</p> <p><b>When possible, double occupancy is expected (total rate \$220)</b></p> <p><b>District is exempt from Texas state hotel occupancy tax</b></p>													
<b>OTHER EXPENSES</b>  - Registration fees	<p><b>Registration/entry forms required with itinerary</b></p>													
<b>OTHER NOTES</b>	<p>Federal fund TEA meal allowance is \$63.00 for overnight trips and \$36.00 for non-overnight trips, lodging is \$110.00</p> <p>Any amount over these allowances must be paid from local funds (1XX)</p>													

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