

# San Felipe Del Rio CISD

## Student Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	NOTES												
<p><b><u>MEALS</u></b></p> <p><b>Partial Day Travel</b> - District advance/ reimbursement are based on departure and return times.</p>	<p><b><u>STUDENT PER DIEM \$27.60</u></b> Breakfast - \$ 6.00 Lunch - \$ 10.80 Dinner - \$ 10.80</p> <p><b><u>SPONSOR PER DIEM STANDARD \$63.00</u></b> Breakfast - \$ 16.00 Lunch - \$ 19.00 Dinner - \$ 28.00</p> <p><b><u>SPONSOR <b>FEDERAL</b> PER DIEM STANDARD \$36.00</u></b> One day travel Breakfast - \$ 6.00 Lunch - \$ 10.00 Dinner - \$ 20.00</p> <p><b><u>SPONSOR <b>FEDERAL</b> PER DIEM STANDARD \$63.00</u></b> Overnight trip Breakfast - \$ 16.00 Lunch - \$ 19.00 Dinner - \$ 28.00</p> <table border="1"> <thead> <tr> <th>MEALS ALLOWED</th><th>DEPARTURE from Del Rio BEFORE</th><th>RETURN to Del Rio AFTER</th></tr> </thead> <tbody> <tr> <td>BREAKFAST</td><td>8:00 AM</td><td>8:00 AM</td></tr> <tr> <td>LUNCH</td><td>12:00 PM</td><td>12:00 PM</td></tr> <tr> <td>DINNER</td><td>6:00 PM</td><td>6:00 PM</td></tr> </tbody> </table> <p>Gratuities/charges required to be paid for student group meals by restaurant – shall be allowed only up to 15%</p>	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>Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)</p> <p>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) <i>*Sales tax will not be refunded when Federal funds are used*</i></p> <p>Receipts are required to be turned in for all meal purchases with return travel <i>*Exception – students sign affidavit with amount of money received*</i></p> <p>Bus drivers will be paid by organization, however, driver will pick up meal money</p>
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<p><b>TRANSPORTATION</b> - By school vehicle</p>	<p><b>Yellow Bus Object Code 6494 Sub Object 52 – Mileage rate \$1.60</b> Refer to Bus Mileage 1.60 allowable amounts based on city and number of days</p> <p><b>Student Activity buses Code 6494 Sub Object 51</b> <b>Van Object Code 6494 Sub Object 54 – Mileage rate \$0.85</b> <b>Charter Bus Object Code 6412 Sub Object 53</b></p>													
<p><b>LODGING</b></p>	<p><b>STANDARD RATE \$110.00 - ORIGINAL DETAILED HOTEL RECEIPT REQUIRED</b> Hotel rates for Texas vary on city – refer to GSA guide</p> <p><b>Four (4) students per room – Two (2) sponsors per room</b> <b>District is exempt from Texas state hotel occupancy tax</b></p>													
<p><b>OTHER EXPENSES/NOTES</b></p>	<p>Registration fees - registration/entry forms required Object Code 6412 Sub Object 10 Parking fees for bus at hotel/competition site</p>													

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