# San Felipe Del Rio CISD
## *Student Travel Guidelines*

| EXPENSE CATEGORY | TRAVEL IN STATE | NOTES |
|---|---|---|
| **MEALS**<br><br>**Partial Day Travel**<br>**-** District advance/ reimbursement are based on departure and return times. | **STUDENT PER DIEM $24.00**<br>Breakfast - $ 6.00<br>Lunch - $ 7.20<br>Dinner - $ 10.80<br><br>**SPONSOR PER DIEM STANDARD $54.00**<br>Breakfast - $ 13.00<br>Lunch - $ 15.00<br>Dinner - $ 26.00<br><br>**SPONSOR FEDERAL PER DIEM STANDARD $36.00**<br>One day travel　Breakfast - $ 6.00<br>Lunch - $ 10.00<br>Dinner - $ 20.00<br><br>**SPONSOR FEDERAL PER DIEM STANDARD $54.00**<br>Overnight trip　Breakfast -$ 13.00<br>Lunch - $ 15.00<br>Dinner - $ 26.00 | **Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)**<br><br>**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***<br><br>**Receipts are required to be turned in for all meal purchases with return travel**<br>*Exception – students sign affidavit with amount of money received*<br><br>**Bus drivers will be paid by organization, however, driver will pick up meal money** |

| 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 |

Gratuities/charges required to be paid for student group meals by restaurant – shall be allowed only up to 15%

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**TRANSPORTATION**
**- By school vehicle**

**Yellow Bus Object Code 6494 Sub Object 52 – Mileage rate $1.60**
Refer to Bus Mileage 1.60 allowable amounts based on city and number of days
**Student Activity buses Code 6494 Sub Object 51**
**Van Object Code 6494 Sub Object 54 – Mileage rate $0.85**
**Charter Bus Object Code 6412 Sub Object 53**

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**LODGING**

**STANDARD RATE $98.00 - ORIGINAL DETAILED HOTEL RECEIPT REQUIRED**
**Hotel rates for Texas vary on city – refer to GSA guide**
**Four (4) students per room – Two (2) sponsors per room**
**District is exempt from paying state hotel occupancy tax**

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**OTHER EXPENSES/NOTES**

**Registration fees - registration/entry forms required Object Code 6412 Sub Object 10**
**Parking fees for bus at hotel/competition site**

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