



Administrative Form AP-F002 STAFF TRAVEL / EXPENSE CLAIM FORM

Claimant Name _____ Employee ID # E000 _____ or
Vendor # _____

Employee Mailing Address (Checks will not be mailed to a District address; address must match payroll records) _____

Destination (City and State): _____

Purpose of Trip: _____

Departure Date: _____ Return Date: _____

Method of Travel: Air ___ District Vehicle ___ Personal Vehicle ___ Other _____

DATES:								ROW TOTALS
Travel Day*								
Breakfast*								
Lunch								
Dinner								
Hotel								
Parking								
Taxi/Shuttle								
Registration Fees								
Misc. Expense **								
COLUMN TOTALS								
Total Expenses:								

* Only 75% of each meal rate is allowed on travel days. Staff must calculate this amount prior to putting it in this form. See next page for additional information on finding rates. GSA rates sheet must be downloaded and attached to this form upon submission to Business. The District does not reimburse the \$5 daily incidental amount referenced by the GSA.

* Attach explanation and receipts for misc. expense(s)

Claimant Signature _____ Phone # _____ Date _____

Supervisor/Principal _____ Phone # _____ Date _____

Grant Dept (If required) _____ Phone # _____ Date _____

Budget Account to Charge _____ Reimbursement Amount \$ _____

Budget Account to Charge _____ Reimbursement Amount \$ _____

(For split funding reimbursement)

PROCEDURE

1. Reimbursement for travel expenses is allowable as set forth in Administrative Regulation 3350, Staff Travel – Approval and Reimbursement Procedures.
2. The following documents, as applicable, must be submitted with this form:
 - a. Approved Request for Staff Travel form;
 - b. Conference Agenda/Schedule – itemized; and
 - c. GSA rate sheet – printed from the GSA website and specific to the city and state traveled to (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
3. To be eligible for per diem reimbursement an employee must travel 50 miles or more from his/her official work location.
4. Meal allowances are established by the U.S. General Services Administration (GSA) and can be found at the website listed above. The District does not reimburse the \$5 incidental expense allowance. Claims for meals provided as part of a conference (including continental breakfast) are NOT allowed.
 - a. Meals on days of travel shall be reimbursed at 75% of the GSA daily rate for the city and state of the conference/event. This is true regardless of whether or not the conference or other event begins on the same day as the travel.
 - b. If a meal is provided as part of a conference registration on a conference day, the amount of that meal shall not be claimed for reimbursement. To find the individual meal amount, visit <https://www.gsa.gov/travel-resources>, and enter the amounts by day for each meal claimed.
 - c. The District does not reimburse the \$5 daily incidental amount referenced by the GSA.
 - d. See page 4 for additional instruction on finding meal rates.
5. The District purchasing card should be used for all air travel and is the preferred method of payment for hotel or conference registration fees. Do not charge meals on the District pcard. Please refer to Administrative Regulation 3350 and/or Administrative Manual AP-M001, Purchasing Card Program Procedures Manual for additional information.
 - a. An employee who is unable to pay the final hotel bill using a District purchasing card and pays his/her own hotel fees should submit the receipt for reimbursement on the Staff Travel / Expense Claim Form.
 - b. If a vendor does not accept credit card payment for conference registration fees an employee should submit a completed Check Request Form (AP-F001) prior to the conference or request reimbursement on the Staff Travel / Expense Claim Form.
 - c. Allowable reimbursement for airfare charges are limited to the ticket cost and charges for one bag for trips of 5 or fewer nights or two bags for a trip 5 nights or longer.

- d. Unallowable Costs include: booking agent fees, early-bird check in fees, extra/overweight baggage fees, choice/premium or changed seating assignment fees and fees for flight changes for personal convenience. These items are the responsibility of the individual traveler and are not eligible for reimbursement.
6. Lodging. An individual must be outside the District, and more than 50 miles from his/her official work location, overnight in order to claim reimbursement for lodging costs. The reimbursement rate will be comparable to the rate established by the US General Services Administration for the primary destination. Rates may be found at www.gsa.gov. Exceptions to the standard lodging rate may be approved by the funding department (as evidenced by the approval signature of the superintendent or appropriate office chief) if:
 - a. lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
 - b. costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. The staff member may be requested to provide documentation showing the cost savings. Contact the Business office if you have questions regarding the authorized rate.
7. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees and commercial transportation costs for business related expenses (i.e. taxi, ride-share, railroad tickets, etc.). Original receipts must accompany the reimbursement request.
8. Miscellaneous expenses incurred but not covered above must be accompanied by an explanation of the expense and a receipt to be considered for reimbursement. Non-business related travel expenses are not subject to reimbursement.
9. An employee using his personal vehicle for the District's convenience should request reimbursement on form AP-F003, Mileage Reimbursement Form. Established mileage reimbursement rates will apply.
10. The Staff Travel / Expense Claim Form must be submitted within 30 days of completion of travel. A separate Staff Travel / Expense form is required for each trip. Original signatures and receipts are required.
11. See next page for instructions on using GSA.gov site to find rates.

FINDING LODGING AND MEAL RATES

1. Visit U.S. General Administration Services site: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Enter destination city and state.

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2018 (Current Year) ▼

Select a State ▼

City (optional)

OR

ZIP

Find Rates

2. Find M&IE rate listed on the GSA.gov site. For this example, the destination city and state is San Antonio, Texas.

FY 2018 Per Diem Rates for San Antonio, Texas

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

October 2017 - September 2018 The following rates apply for San Antonio, Texas. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
San Antonio	Bexar	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$64

3. Find individual meal rates at <https://www.gsa.gov/travel-resources>. Go to "Meals & IE" Tab.

Total	Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

- a. Enter meal amounts; Incidental expenses ("IE") is not authorized.
- b. For travel days only: It is the employee's responsibility to deduct 25% of the amount for each meal. The District will only reimburse for 75% of meals on travel days.
- c. The GSA rate sheet (shown in #2 above) must be printed and attached to the Staff Travel Claim Form when submitted to the Office of Business and Financial Services for reimbursement. Failure to attach the rate sheet will result in this form being returned to the claimant.