



**D'Hanis Independent School District
P.O. Box 307 D'Hanis, TX 78850**

**2013-2014
Travel Reimbursements**

District Travel Consideration	Student Rates	Board, Employee, and Superintendent Rates
Mileage	Not Applicable	52 cents per mile
Lodging	Up to \$85.00	Up to \$85.00
Meals	Up to \$25.00	Up to \$36.00
Meal Breakdown	Breakfast: \$7.00 Lunch: \$8.00 Dinner: \$10.00	Breakfast: \$10.00 Lunch: \$12.00 Dinner: \$14.00

Student Day Trip:

- Receipt required at \$6.00 per meal or \$12.00 for two meals.
- Post district meals increase to \$7.50 per meal or \$15.00 for two meals.
- Employees traveling with students must also use student meal prices.

Employees:

- Day Trips:** Receipts for reimbursement based on meal breakdown.
- Overnight Trips:** No receipts required if meals are on per diem basis.
- Employees traveling without students may use the employee meal prices.

Travel Note:

- Rates:** Student and all other district rates are set as listed in the chart
- In extenuating circumstances the superintendent may authorize a rate no higher than those posted by the Texas State Comptroller

Presented: August 7, 2013

Contact the following with questions:

Business Manager
(830) 363-8106

Superintendent
(830) 363-7215

Recommendation and Source:

Texas Comptroller of Public Accounts, Window on State Government
<https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>