



## **In-State Travel**

The US General Services Administration (GSA) publishes the [per diem rates](#) that Texas uses for reimbursement of meal and lodging expenditures. Because the reimbursement rates can change, it is recommended that travelers print the page when making reservations and submit the printout with the travel reimbursement voucher as a supporting document.

Access meal and lodging reimbursement information and rates through the [Texas State Comptroller's website](#).

## **Non-Overnight Meals**

In accordance with local policy, an employee whose duties require the employee to travel outside the employee's designated headquarters, without an overnight stay away from the employee's headquarters, may be reimbursed for the actual cost of the employee's meals, not to exceed the maximum rate listed on the Texas State Comptroller's website. In the absence of a local policy, no reimbursement shall be made from the grant for this purpose.

Reimbursement for non-overnight meal expenses is considered income and must be included on the employee's W-2 form as part of the employee's taxable wages.

Travel must begin at one duty point and end at another. Regardless of when the travel occurs, mileage to and from the employee's home or location other than a duty point is not allowable to be charged to the grant.

"Designated headquarters" is defined as the area within the boundaries of the city or town in which a traveler's place of employment is located. *Travel must take the employee outside designated headquarters for more than six consecutive hours. The cost of meals for travel lasting less than six consecutive hours is not allowable to be charged to the grant.*

## **Applying Meal Funds to Lodging Reimbursement**

## **Hotel Taxes**

School districts are usually exempt from Texas state sales tax on lodging but are not exempt from any city taxes or other taxes imposed for lodging. Employees may be reimbursed for applicable taxes.

## **Travel Allowances**

Travel allowances for in-state and out-of-state travel, in which the traveler receives a flat per diem for lodging and/or meals, regardless of the actual amount expended, are *not allowable* in Texas. Grantees must adhere to the guidelines stated above in lieu of a travel allowance.

## **Travel Documentation**

Travel costs must be properly documented to be reimbursable. The employee must document travel costs with a travel voucher or other comparable documentation. Auditable documentation must include the following at a minimum:

- Name of the individual claiming travel reimbursement
- Destination and purpose of the trip, including how it was necessary to accomplish the objectives of the grant project
- Dates of travel
- Actual mileage (not to exceed reimbursement at the maximum allowable rate)
- Actual amount expended on lodging per day, *with a receipt attached* (may not exceed the maximum allowable)
- Actual amount expended on meals per day (may not exceed the maximum allowable; tips and gratuities are not reimbursable)
- Actual amount expended on public transportation, such as taxis and shuttles
- Actual amount expended on a rental car, *with a receipt attached*