

# GRANDVIEW ISD

## Expense Information and Prices

Effective 09/01/19

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### Students:

\$10.00 – All student meals for UIL events past district

(Teachers will receive the same amount as students when accompanying them on these events. Amount must be pre-approved on a purchase requisition. If approved, a student receipt form will be sent to you along with the check. Each person receiving money must sign. Signed form is to be returned to the Superintendent's office.)

### Employees' Travel:

Hotel – You may receive a check in advance if you call the hotel and request the exact amount (Must tell them we are State Tax Exempt). After your requisition is approved, you will be sent a Hotel Sales Tax Exemption Form along with the check. A hotel receipt for the amount you requested MUST be turned in when you return. Employee is responsible for paying the state tax if you do not take the Tax Exemption Form with you. (Hotel rates will be at the judgment of the campus principal and the Superintendent.)

Meals– Receipts for meals must be attached to an approved Travel Reimbursement Form. Maximum reimbursement is \$10.00 per meal for breakfast and lunch and \$15 for dinner, or \$35 per day if overnight stay. Meals incurred at half-day workshops/conferences are not eligible for reimbursement.

Mileage – Actual mileage for personal vehicles must be turned in on a Travel Reimbursement Form after returning from any event, since this cannot be known until the trip is over. A MapQuest form must be attached.

Mileage is set at \$.50 per mile.