

## TRAVEL USING FEDERAL FUNDS—REIMBURSEMENTS

A Federal Professional Leave form must be submitted prior to a trip and a Federal Professional Leave Reimbursement Form must be submitted upon return from a trip to reimburse an employee using federal funds. Along with the Federal Reimbursement form **receipts must be provided**. Per diem is not allowed when using federal funds. To ensure the maximum employee meal entitlement is correct, **please attach a copy of the agenda for the event to the Professional Leave or the Reimbursement Form.**

**Mail the original Reimbursement Form along with all original itemized receipts to Budgetary Services after the employee has returned from the trip.**

### LODGING

Detailed hotel receipts showing the room charge per night and all of the individual taxes charged per night must be submitted. The receipt must show that employee paid for the room (must be a balance due to \$0 shown on receipt and an itemization showing payment was made). Employees are allowed to be reimbursed for lodging using federal funds a maximum amount per person per night defined by the federal government (GSA) depending on location. Lodging can also be paid directly to the hotel, which would negate the need for employees paying for hotels out of pocket and being reimbursed.

#### **Sharing a Room**

If a room is shared, the room expense/reimbursement must be split among all room occupants—**one person cannot be reimbursed for the entire cost of the room even if that person paid the bill**. When sharing rooms, it is best for each occupant to get a detailed receipt. If not possible, make copies of the detailed receipt and each occupant should submit a reimbursement request. If one person does pay the entire lodging bill and more than one person occupies the room, the person who paid the bill will only be reimbursed by KISD his/her share of the expense and will need to collect reimbursement from the other occupants.

#### **Unallowable Items**

Items not allowed to be reimbursed under lodging **include but are not limited to**: state of Texas taxes, movies, alcoholic beverages, massages, spa charges, tips, room service (see Meals below), mini-bar charges (see Meals below), food or drink charges (see Meals below).

### MEALS

Employees are allowed to be reimbursed for meals using federal funds a maximum amount per full day based on per Diem rates established by the federal government (GSA) depending on location. **Employees must be gone overnight in order to be reimbursed for meals**. On days when the individual is gone overnight and is departing for the trip, if the person leaves prior to 6 am, the employee is eligible for the full reimbursement for the day if detailed receipts are submitted. Employees leaving at 6 am or later cannot receive the full amount, but may receive (if detailed receipts are submitted) repayment based on the meals eligible to be reimbursed depending on the time the employee left. On days when the employee is returning from an overnight trip, if the employee returns after 6 pm, the employee is eligible for the full reimbursement for the day if detailed receipts are submitted. Employees returning at 6 pm or sooner cannot receive the full amount, but may receive (if detailed receipts are submitted) repayment based on the meals eligible to be reimbursed depending on the time the employee returned. **When split funding federal/local funds, federal guidelines must still be followed including providing itemized meal receipts.**

#### **Paying for Meals for Other Trip Participants**

If paying for meals for anyone other than the individual employee, the receipts (or attached documentation) must list what each participant consumed. One person cannot be reimbursed for the entire meal cost. If one person does pay for more meals than his/her own, the person who paid the bill will only be reimbursed by KISD his/her share of the expense and will need to collect reimbursement from the other occupants, who will need to submit professional leaves/reimbursements and the same documentation in order to receive payment from KISD.

#### **Receipts**

**Detailed receipts** must be submitted in order to receive reimbursement for meals. Receipts must have the following information pre-printed (not hand written): the name of the establishment where the food was purchased, the city in which the establishment resides, the date of the purchase, the time of the purchase, a detail of exactly what was purchased, taxes charged. If only hand written receipts are available, they must be on a receipt form and a copy of the establishment's business card must be attached. The date and time of the meal must be included on the receipt. Verification of hand written receipts may be done by District staff to substantiate that only hand written receipts are available. For any establishment that issues either both pre-printed or hand written receipts, only pre-printed receipts will be accepted for reimbursement purposes. **Receipts must be from establishments located OUTSIDE of Bell County, Texas. If the address of the establishment is in Bell County, Texas, the receipt will not be accepted for reimbursement.**

#### **Room Service/Mini-Bar**

Room service food/non-alcoholic beverages and mini-bar food/non-alcoholic beverages can be reimbursed provided the receipts submitted conform to the specifications in the paragraph above. If they do not, reimbursement will not be allowed.

#### **Unallowable Items**

Items not allowed to be reimbursed under meals **include but are not limited to**: room service fees, delivery charges, tips, alcoholic beverages.