

Travel with Students

****Good rule of thumb: when in doubt, turn in all receipts****

All receipts for which you are being reimbursed should be *itemized, originals*. If there is no original available to turn in, please turn in a copy and make a note as to what may have happened to original.

On meal receipts themselves, please include tips associated with that meal. Include them as part of the meal in the meal portion of the travel form. These are the only tips that are reimbursable. *All other tips will be deducted.*

Hotel bills absolutely must be itemized. AISD is exempt from state taxes at Texas hotels. A Hotel Exemption form can be printed off from the AISD website. From the home page, click on *Employees*, then *Activity Fund Manual*. From the *Activity Fund Manual* page, there is a link, *Hotel Exemption Form*. Click on this link and print off the form for use at any Texas hotels.

When checking out, or when submitting hotel bills, please review the bill for the items the District does not reimburse including: personal telephone calls, personal internet use, movies, gym use, tips, and Texas state taxes, including parking taxes.

AISD *does* reimburse for city, county, local, and other required hotel taxes.

For travel outside Texas, all required taxes, including state taxes, are reimbursable.

Please note: lodging expenses for travel within Texas shall be paid by the District at a rate not to exceed 200% of the Texas state rate. For travel outside of Texas, lodging expenses shall be paid by the District at a rate not to exceed 200% of the federal maximum lodging rate for the travel destination. This rate can be found on the Texas Comptroller's website under Finances & Economy. Anything above these rates will be deducted from your reimbursement.

Please remember, there is a strict 30 day time limit for reimbursements. Reimbursement requests must be submitted within 30 calendar days of return from travel. Requests submitted after 30 days will be denied.