Runge Independent School District
P.O. Box 158   Runge, TX 78151

2020-2021
Travel Reimbursements

District Travel Consideration	Student Rates	Board, Employee, and Superintendent Rates
Mileage	Not Applicable	.575 cents per mile
Lodging	Up to $96.00 ❶	Up to $96.00 ❶
Meals	Up to $40.00	Up to $40.00
Meal Breakdown	Breakfast: $10.00 Lunch: $12.00 Dinner: $18.00	Breakfast: $10.00 Lunch: $12.00 Dinner: $18.00

Student Day Trip:
> Receipt required at $9.00 per meal or $18.00 for two meals.
> Post district meals increase to $12.00 per meal or $24.00 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:** Meal receipts must be submitted upon return from trip.

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

Contact the following with questions:

Business Manager	Superintendent
(830) 239-4315 ext. 206	(830) 239-4315 ext. 204

Recommendation and Source:
Texas Comptroller of Public Accounts, Window on State Government
https://fmx.cpa.state.tx.us/fm/travel/travelrates.php

Board Approved 7.27.2020

2020-2021
Runge Independent School District
Employee Travel Request

Name_____Campus_____

Address_____City_____Zip_____

Budget Code: _____

Purpose of Travel: _____

_____

_____

Date/Dates: _____

Time of Departure:_____am/pm   Time of Return:_____am/pm

Meal Reimbursements: To qualify for meals, claimant must depart by 6:00 a.m. for breakfast, 10:00 a.m. for lunch, and return no earlier than 8:00 p.m. for dinner.

_____	Breakfast	@ $10.00	$_____
_____	Lunch	@ $12.00	$_____
_____	Dinner	@ $18.00	$_____

Mileage Reimbursement:

_____   miles at .58 cents per mile $ _____

Total Reimbursement Claim   **$ _____**

_____   _____
Employee Signature/Date   Supervisor/Date

_____
Supervisor/Date

NOTE:

_____
Superintendent/Date

2020-2021
Runge Independent School District
Student Travel Request

Extracurricular Activity/Event: _____

Budget Code: _____

Purpose of Travel: _____

_____

_____

Date/Dates: _____

Time of Departure:_____am/pm   Time of Return:_____am/pm

Meal Reimbursements: To qualify for meals, claimant must depart by 6:00 a.m. for breakfast, 10:00 a.m. for lunch, and return no earlier than 8:00 p.m. for dinner.

_____   Breakfast   @ $ 10.00 $_____

_____   Lunch   @ $12.00 $_____

_____   Dinner   @ $18.00 $_____

Meal Reimbursement Claim $ _____

Claim _____ X **No. Students** _____ = **$** _____

   Attach an itinerary and/or list of sponsors and students attending event.

_____
Sponsor Signature/Date

NOTE:

_____
Supervisor/Date

_____
Superintendent/Date