



Doss CCSD
P.O. Box 50
Doss, TX 78618

2018-2019 Travel Reimbursements

District Travel Consideration	Student and Staff Non-Overnight	Staff and Key Officials Overnight Travel
Mileage	54 cents per mile	54 cents per mile
Lodging	Not Applicable	Up to \$93.00 1
Meals	Up to \$30.00	Up to \$46.00
Meal Breakdown	Breakfast: \$8.00 Lunch: \$10.00 Dinner: \$12.00	Breakfast: \$12.00 Lunch: \$14.00 Dinner: \$20.00

Student Day Trip:

Receipt required for meals at the rates listed in the chart above.
 Special requests must be approved by Administrative Consultant.
 Staff traveling with students or for non-overnight use student rate.

Employees:

Day Trips: Receipts for reimbursement based on meal breakdown.
Overnight Trips: Meal receipts must be submitted upon return from trip.
 Staff traveling without students overnight use the staff/key official rates.

Travel Note:

Rates: Student and all other district rates are set as listed in the chart.
1 In high rate areas the Administrative Consultant may authorize a rate no higher than those posted by the Texas State Comptroller.

Contact the following with questions:

Administrative Assistant
 (830) 669-2411

Administrative Consultant
 (830) 669-2411

Recommendation and Source:

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