



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

## 2021-2022 Travel Reimbursements

District Travel Consideration	Student and Staff Non-Overnight	Staff and Key Officials Overnight Travel
<b>Mileage</b>	56 cents per mile	56 cents per mile
<b>Lodging</b>	Not Applicable	Up to \$96.00 <b>1</b>
<b>Meals</b>	Up to \$36.00	Up to \$55.00
<b>Meal Breakdown</b>	Breakfast:     \$10.00 Lunch:           \$12.00 Dinner:          \$14.00	Breakfast:   \$14.00 Lunch:        \$16.00 Dinner:       \$25.00

**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://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>

2021-2022  
**Doss Consolidated Common School District**  
Employee/Key Official Travel Request

Employee/Official Name \_\_\_\_\_

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 @ \$14.00 \$ \_\_\_\_\_

\_\_\_\_\_ Lunch @ \$16.00 \$ \_\_\_\_\_

\_\_\_\_\_ Dinner @ \$25.00 \$ \_\_\_\_\_

Mileage Reimbursement:

\_\_\_\_\_ miles at .56 cents per mile \$ \_\_\_\_\_

Total Reimbursement Claim \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Administrative Consultant/Date

NOTE:

2021-2022  
**Doss Consolidated Common School District**  
Student/Employee Non-Overnight 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 @ \$14.00 \$ \_\_\_\_\_

Meal Reimbursement Claim \$ \_\_\_\_\_

Claim \_\_\_\_\_ X No. Students \_\_\_\_\_ = \$ \_\_\_\_\_

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

\_\_\_\_\_  
Sponsor Signature/Date

\_\_\_\_\_  
Administrative Consultant/Date

NOTE: