Employee Travel Responsibility Statement

Using State & Federal (Grant) Funds

Hotel/Motel Expenses

According to district guidelines, double occupancy of rooms should be utilized whenever possible and/or feasible (i.e. two individuals of the same sex traveling to the same destination) in the interest of conserving District funds.

I understand that if I choose to stay in my own private room, I will be responsible for any and all additional costs over and above the reimbursement rate set by the district ($85.00 per day per double occupancy).

I also understand that if the daily rate cost of my room, (even with double occupancy), exceeds the limits shown above; I will be responsible for that expense.

Meals

I understand that I am responsible for any and all costs over and above the meal allowance reimbursement set by the district $36 per day local, state and federal.

Mileage

I understand that I am responsible for any and all costs over and above the mileage allowance reimbursement set by the district at 54.5¢ effective January 1, 2018 for local, state and federal and 53.5¢ for mileage prior to January 1, 2018.

I also understand that mileage to various Texas locations has already been calculated and if my travel is to a place other than those listed, reimbursement will be determined by the PISD Business Office.

I AM RESPONSIBLE FOR ALL COSTS OVER AND ABOVE THE REIMBURSEMENT RATES SHOWN ABOVE FOR STATE, FEDERAL AND LOCAL DISTRICT ALLOWANCES AND AM NOT EXPECTING TO BE REIMBURSED FOR THESE COSTS.

I ACKNOWLEDGE THAT THE DISTRICT WILL ONLY BE RESPONSIBLE TO PAY AN AGREED AMOUNT OF $_____. I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ANY COSTS OVER AND ABOVE THIS AMOUNT.

_____ _____

Signature of Employee Date