

# GOODRICH INDEPENDENT SCHOOL DISTRICT

## Reimbursement Information

Item	Rates	Documentation Needed
<b>Lodging (Hotel)</b>	Not to exceed the GSA's Federal Domestic Maximum Per Diem Rates. For areas not listed (city or county), rates are: In/Out-of-State: Up to \$96.00 per day Room Service fees are not reimbursed.	1. Completed travel form 2. Hotel bill (Advance payments will be allowed with documentation from hotel) 3. Receipts
<b>Parking</b>	Parking Fee	1. Parking receipts
<b>Automobile Mileage (One Car)</b> <b>(Two Cars) *</b>	\$0.56 cents per mile \$0.28 cents per mile	1. Completed travel and per diem form 2. Printout from Map Quest <a href="http://www.mapquest.com/">http://www.mapquest.com/</a>
<b>Airplane Mileage</b>	\$1.26 per mile	
<b>Overnight Meals and Incidental Expenses (M &amp; IE)</b>	Not to exceed the GSA's Federal Domestic Maximum Per Diem Rates. For areas not listed (city or county), rates are: In-State/Out-of-State: Up to \$55.00 per day \$13.00 - Breakfast \$14.00 - Lunch \$23.00 - Dinner \$ 5.00 - Incidentals First and Last Day of Travel is calculated at 75%, which is \$41.25.	1. Completed travel form 2. Meal receipts
<b>Non-overnight Meals</b>	Non-overnight meals are not reimbursed.	
<b>Registration Fee</b>	Entire Fee	1. Registration Form
<b>Toll Charges</b>	Full Amount	1. Receipts
<b>Automobile Rental</b>	Rental and gasoline expense	1. Justification letter of approval on file 2. Receipt for rental and gasoline

\*Departing from, traveling to, and attending the same event.

### **NOTE:**

It is strongly recommended that if more than one person is traveling to the same event, please make arrangements to carpool.