

GOODRICH INDEPENDENT SCHOOL DISTRICT

Reimbursement Information

Item	Rates	Documentation Needed
Lodging (Hotel)	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
Parking	Parking Fee	1. Parking receipts
Automobile Mileage (One Car) (Two Cars) *	66.5 cents per mile 34 cents per mile	1. Completed travel and per diem form 2. Printout from Map Quest http://www.mapquest.com/
Overnight Meals and Incidental Expenses (M & IE)	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 \$44.25.	1. Completed travel form 2. Meal receipts
Non-overnight Meals	Non-overnight meals are not reimbursed.	
Registration Fee	Entire Fee	1. Registration Form
Toll Charges	Full Amount	1. Receipts
Automobile Rental	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.