!!!!!!!! NEW REGULATIONS !!!!!!!!
EFFECTIVE DATE: July 1, 2007

New Federal regulations state that "per diem – (meals asked for in advance of trip) is based on actual costs not to exceed $35 per day and are to be figured on our own FSISD travel guidelines." Employees MUST RETURN ALL RECEIPTS for meals, parking, hotel expense, gas, etc. The $35 per day for meals is the maximum but can be spent on 1,2,or 3 meals at your discretion. If the total advance expenses monies are not spent, based on the returned receipts, the balance MUST be returned to the District. If trip expenses are not requested in advance reimbursement will be based on the receipts that are returned, with the maximum reimbursement based on FSISD travel criteria. (SEE CRITERIA ON BACK)

FSISD TRAVEL CRITERIA

Employee Meals: **Breakfast - $8 (must leave before 6 am to claim breakfast)**
Lunch - $11 (must leave before 11 am or return after 1 pm to claim lunch)
Dinner - $16 (must leave before 5 pm or return after 8 pm to claim dinner)

Student Meals: **Breakfast- $6** **Lunch - $8** **Dinner - $11**

Lodging – Actual cost (includes applicable city and/or county taxes.