

## LINDALE ISD TRAVEL GUIDELINES

\*The employee and/or the department secretary is responsible for conference registrations and vehicle/hotel reservations. The Business office only issues the check and/or credit card for travel.

\*All travel forms mentioned below can be found at [www.Lindaleeagles.org](http://www.Lindaleeagles.org) under Departments-Business Office-Travel

\***All pre-travel forms must be submitted to the Business office *at least one week in advance of travel*.** Incomplete forms will create a delay.

\*The district requires employees to coordinate travel who are attending the same event on the same dates

### Day Travel

Employee only (with pre-approval)

- secure vehicle with the transportation department 903.881.4110
- if vehicle unavailable, mileage may be reimbursed at the current state rate located here- <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>
- complete & submit the post travel expense form (if mileage reimb. requested)
- no meal reimbursements allowed for non-overnight travel

Sponsor/Student

- complete & submit the sponsor & student travel expense form (**at least** one week in advance)
- secure vehicle/bus with Transfinder here- <http://lisd-transfndr/InfofinderLE/login.aspx>
- the business office will contact you when check and/or card is ready for pick up
- return credit card and receipts (if applicable) to business office within 5 days upon return

### Overnight Travel

Employee only

- complete & submit the pre-travel employee hotel form (**at least** one week in advance)
- secure vehicle with the transportation department 903.881.4110
- if vehicle unavailable, mileage may be reimbursed at the current state rate located here- <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>
- the business office will contact you when the credit card is ready for pick up
- complete & submit the post travel expense form with hotel receipt attached
- no breakfast per diem reimbursement on day of departure
- no meal per diem reimbursement given for conference or hotel provided meals
- return credit card and post travel expense form to business office within 5 days upon return

Sponsor/Student

- complete & submit sponsor student travel expense form (**at least** one week in advance)
- no breakfast per diem given on day of departure/no meal per diem given for conference or hotel provided meals
- secure vehicle/bus with Transfinder here- <http://lisd-transfndr/InfofinderLE/login.aspx>
- the business office will contact you when check and/or card is ready for pick up
- return credit card, charged meal receipts (if applicable) and hotel receipt to business office within 5 days upon return

For check request questions, please contact Teresa Malone at 903.881.4018 or ext #1007

For credit card request and all travel related questions, please contact Aimeé Walton at 903.881.4006 or ext. #1016