

# Travel Recap Checklist

**\*Grant funds may have additional requirements. Contact your grant coordinator for assistance if using grant money.**

Have you completed or included?	<input checked="" type="checkbox"/>
<p style="text-align: center;"><b>Hotel Original Itemized Invoice/Receipt</b></p> <ul style="list-style-type: none"> <li>➤ In-State - No Texas Sate Tax included in your total</li> <li>➤ Out-of-State - All out-of-state taxes can be included in your total</li> <li>➤ Receipt must list names of employee requesting reimbursement</li> </ul>	✓
<p style="text-align: center;"><b>Staff Meals</b></p> <ul style="list-style-type: none"> <li>➤ Actual meal expense not to exceed \$12.00 per meal</li> <li>➤ Make sure to check for eligible meals per timeframes - leave before/return after</li> </ul>	✓
<p style="text-align: center;"><b>Student Meals</b></p> <ul style="list-style-type: none"> <li>➤ Actual expenses not to exceed \$10.00 per meal</li> <li>➤ Tabulation of Monies Disbursed to Students/Sponsors with meal amounts given</li> <li>➤ Any unused meal money must be returned to CISD</li> </ul>	✓
<p style="text-align: center;"><b>Fares/Commercial Transportation</b></p> <ul style="list-style-type: none"> <li>➤ Original receipt(s) required</li> </ul>	✓
<p style="text-align: center;"><b>Mileage &amp; Misc. Expense</b></p> <ul style="list-style-type: none"> <li>➤ Map Quest printout for miles traveled outside the district</li> <li>➤ No Texas State Tax included in your total for misc.</li> </ul>	✓
<p style="text-align: center;"><b>Proof of Attendance</b></p> <ul style="list-style-type: none"> <li>➤ A name badge, flyer, agenda, schedule, or Certificate of Attendance</li> <li>➤ Documentation must show the location, dates, and times, of the event, and any meals or other expenses that are provided</li> </ul>	✓
<p style="text-align: center;"><b>Budget Code</b></p> <ul style="list-style-type: none"> <li>➤ Budget code must match the original travel request</li> <li>➤ Confirm that enough funds are available prior to submitting Travel Recap</li> </ul>	✓
<p style="text-align: center;"><b>Employee Signature</b></p>	✓
<p style="text-align: center;"><b>Principal Signature and/or Grant Manager</b></p>	✓

**\*\*Incomplete Recaps WILL NOT be processed and will be returned to you\*\***