



2023-2024 Travel Acknowledgment Form

I, _____ acknowledge that I have read and understand the policies as detailed in the Conroe ISD Employee and Student Travel Manuals.

I Understand

- I must have an approved Travel Purchase Order prior to the start date of my event or trip.
- Travel expenses must comply with the School Board Policy DEE (Local) and Federal (EDGAR) guidelines.
- Reimbursements will not be made unless all supporting documentation, including pertinent agenda, itemized receipts, maps, etc., are provided and all of the proper signatures are obtained on necessary forms.
- The Employee meal per diem rate is \$12.00 per meal/per day. For Employee only travel, meals are **reimbursed** upon return of the trip. For Sponsor/Student travel, meals are **advanced** and direct deposited to the Sponsor's account.
- Tips/Gratuity for meals and/or transportation are at the discretion of the Employee and are not reimbursable.
- I am responsible for ensuring payment of the lodging bill by either employee reimbursement via the Travel Recap form or use of district funds.
- Texas state hotel/parking tax is not a reimbursable expense. I must present a Hotel Tax Exemption Certificate at check-in.

I Agree

- To submit the completed Travel Recap to the Travel Department within 5 business days of the return date.
- To immediately notify the Travel Department of any changes or cancellations for the trip.
- To seek guidance from the Travel Department for special circumstances that may require additional approval.

By signing, I understand and agree to abide by the Conroe ISD Travel Policies.

Employee Signature: _____

Date: _____

Employee Vendor # : _____