

Gregory-Portland ISD
ALLOWABLE UNALLOWABLE TRAVEL EXPENSES

	Allowed with Local Funds	Allowed with Federal Funds	Not Allowed with any Funds
Flights			
Flights, Coach	X	X	
Flights, 1st Class			X
Luggage costs (2 bags maximum) <50 lbs each	X	X	
Flight costs for non-business travel days			X
Taxi, Uber, Train, Shuttle, etc. With receipt and rationale. Cannot receive mileage and additional cost for transportation	X	X	
Tips for taxi, uber, train or shuttle			X
Rental Car			
If more economical than Taxi or other transportation method	X	X	
Fuel for rental car	X	X	
Rental & fuel costs for non-business travel days			X
Personal injury coverage			X
Charges for additional driver (non-district employee)			X
Mileage Reimbursements			
Inside 50 Mile Radius	X		
Outside of 50 mile radius	X	X	
Out-of-State Travel (Up to cost of flight)	X	X	
Multiple travelers to the same destination (2 per car rule)	X (If preapproved due to medical or other issues)	X (equal distribution of mileage allotment)	
Personal preference to drive rather than fly to destination	X (If preapproved due to medical or other issues)	X (lesser of the two costs)	
Parking costs			
Parking at home airport	X	X	
Parking at local and out-of-town events	X	X	
Toll charges			
Tollways used to avoid traffic delays			X
Lodging up to the GSA Rate	X	X	
Excess lodging over GSA	X		
Lodging for family member or other non-employee			X
Lodging for non-business travel days			X
Lodging within 120 miles of the District			X

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Upgraded lodging when standard lodging is available (non-standard room)			X
Lodging deposits (if required)	X	(prepaid costs not allowed - EDGAR)	
Prepaid lodging such as Expedia, Travelocity, etc.			X
Hotel occupancy charges in Texas			X
Parking charges, self-park	X	X	
Parking charges, valet service (only parking option) or personal safety reasons)	X	X	
Parking charges, valet service (traveler preference)			X
Entertainment: movies, gym, spa, etc.			X
Internet charges (pre-approved)	X		
Lodging tips			X
Meals for overnight travel based on time of departure and not provided by event	X		
Excess meals over standard GSA			X
Tips			X
Service Charge	X (up to 15%)		
Meals during non-business travel days			X
Meals for family members or non-employees			X
Non-overnight meals for trainings or meetings			X
Non-overnight meals while chaperoning students	X		
Alcoholic beverages			X