



**Doss CCSD**  
**P.O. Box 50**  
**Doss, TX 78618**

### 2023-2024 Travel Reimbursements

District Travel Consideration	Student and Staff Non-Overnight	Staff and Key Officials Overnight Travel
<b>Mileage</b>	65.5 cents per mile	65.5 cents per mile
<b>Lodging</b>	Not Applicable	Up to \$98.00 <b>1</b>
<b>Meals</b>	Up to \$36.00	Up to \$59.00
<b>Meal Breakdown</b>	Breakfast: \$10.00 Lunch: \$12.00 Dinner: \$14.00	Breakfast: \$13.00 Lunch: \$15.00 Dinner: \$26.00 Incidentals: \$ 5.00

**Student Day Trip:**

Receipt required for meals at the rates listed in the chart above.  
 Administrative Consultant must approve special travel requests.  
 Staff traveling with students or for non-overnight use student rate.

**Employees:**

**Day Trips:** Receipts for reimbursement based on meal breakdown.  
**Overnight Trips:** Receipts must be submitted upon return from trip.  
 Staff traveling without students overnight use the key official rates.

**Travel Note:**

**Rates:** Student and all other district rates are set as listed in the chart.  
**1** In high rate areas the Administrative Consultant may authorize a rate no higher than those posted by the Texas State Comptroller.

**Contact the following with questions:**

Administrative Assistant  
 (830) 669-2411

Interim Superintendent  
 (830) 669-2411

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**Recommendation and Source:**

Texas Comptroller of Public Accounts, Window on State Government  
<https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>