



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

**2024-2025 Travel Reimbursements**

<b>District Travel Consideration</b>	<b>Student and Staff Non-Overnight</b>	<b>Staff and Key Officials Overnight Travel</b>
<b>Mileage</b>	67 cents per mile	67 cents per mile
<b>Lodging</b>	Not Applicable	Up to \$107.00 <sup>1</sup>
<b>Meals</b>	Up to \$36.00	Up to \$59.00 <sup>2</sup>
<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 the 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.  
 In high rate areas the Superintendent may authorize for <sup>1</sup> lodging and <sup>2</sup> meals at a rate no higher than those posted by the Texas State Comptroller.

**Contact the following with questions:**

Administrative Assistant  
 (830) 669-2411

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>