

BURKBURNETT INDEPENDENT SCHOOL DISTRICT

REQUEST FOR TOKEN PAYMENT IN LIEU OF REIMBURSED MEAL EXPENSES FOR TRAVEL LESS THAN OVERNIGHT

Revised 07-06-2009

In the event that a Burburnett Independent School District employee travels on school business outside of the District for at least half a day but less than overnight, the District will make a token payment of \$10.00 to that employee. This payment is in lieu of reimbursement for meal expenses.

Only employees who travel at the direction of the District are eligible for this payment. Voluntary travel not required and approved in advance by the District is not eligible. Summer travel by ten-month teachers is not eligible. Travel on District staff development days is not eligible. Field trips or athletic trips with students are not eligible. The District Business Office will determine the applicability of these payments.

Examples of covered travel are workshops of half day or more at Region 9 and scouting trips of an evening.

Requests for this payment will be accumulated by the Payroll office through the school year and paid on December 15 and May 30 of each year on the regular payroll checks.

The Internal Revenue Service considers these payments taxable income.

Use one form for each date of travel. Do not put multiple dates on one form.

"I have traveled to _____ (place) on _____
(date)
for _____ (purpose or conference).
I certify that this travel was at least half a day, and I request the token payment established by the District."

Traveler's Name (Please Print) _____

Traveler's Signature _____

Principal's Approval Signature

Exec. Director Business & Finance

199-13-6139-99-999- -99 (Instructional)

199-36-6139-99-001- -91 (Athletics)

PAYMENT AMOUNT \$ 10.00