

<b>DATE:</b>	<b>October 24, 2019</b>
<b>SUBJECT:</b>	<b>Travel Reimbursement Rates</b>
<b>CATEGORY:</b>	<b>Grant Fund Expenditures</b>
<b>NEXT STEPS:</b>	<b>Proper preparation of travel reimbursement requests</b>

The Texas Comptroller of Public Accounts (Comptroller) has published the [travel and mileage reimbursement rates](#) effective as of October 1, 2019, as summarized below:

- The automobile mileage reimbursement rate is 58 cents per mile.
- The meal reimbursement rate for overnight travel is listed by city on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. If the county to which you are traveling is not listed, use the current maximum daily reimbursement rate of \$55.
- The meal reimbursement rate for non-overnight travel is up to \$36.
- Lodging reimbursement rates for in-state and out-of-state travel are listed on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. If the county to which you are traveling is not listed, use the current maximum daily reimbursement rate of \$96.

The mileage, lodging, and meal rules and reimbursement rates published by the Comptroller apply to all grants that the Texas Education Agency administers for individuals on travel status. Reimbursement is for *actual* expenditures; travel allowances are not allowable in Texas.

See the [attached guidelines](#) for summarized travel information. For detailed travel rules and reimbursement rate information, visit the [Texas State Comptroller's website](#).

If you have any further questions, please email [grantsupport@tea.texas.gov](mailto:grantsupport@tea.texas.gov).