

TRAVEL

OUT OF DISTRICT TRAVEL

Employees and student groups who plan to travel out of the district should complete an Out of District Travel Request form 7 calendar days prior to the travel date. The Out of District Travel Request form must be fully completed, including:

- Date of travel
- Destination of travel
- Purpose of travel
- Estimated costs for all expenses including all prepayments (registration & lodging)

The Out of District Travel Request form shall be completed, signed by the traveler, and submitted to the employee's supervisor or director for signature. Budget codes must be included on the Out of District Travel forms. After approval, the Out of District Travel Request form shall be given to the campus/department secretary to be entered into the accounting system as a purchase order. A purchase order must be submitted and approved prior to the day of travel.

OVERNIGHT TRAVEL EMPLOYEE AND/OR STUDENT

The Business Office must approve all overnight travel for employees with or without students. Travel distance for overnight stay for event/conference is **50** miles one direction.

OUT OF STATE TRAVEL

The Superintendent and Board of Trustees must approve all out of state travel for employees with or without students.

LODGING

Each campus/department/student group shall arrange its hotel accommodations. Employees/Sponsors are responsible for presenting a Texas Hotel Occupancy Tax Exemption Certificate to the hotel upon arrival to claim exemption from state occupancy taxes. No reimbursement to employees will be made for state sales tax. Except when traveling with students, hotel reimbursements will be made upon completion of travel unless a documented hardship exists. Advance hotel payments should be requested at least 7 days prior to travel date. The maximum allowable reimbursement for state or federal funds for a hotel room is \$93.00 per night plus city and county tax. If a room charge is more than \$93.00 per night, campus activity funds may pay the room charge that exceeds this amount

MILEAGE

Mileage is reimbursed at \$0.575 per mile. Transportation between the employee's home and the district and any personal mileage incurred while traveling are the responsibility of the employee. When more than one employee attends the same meeting or workshop, carpooling will be required unless there are documented extenuating circumstances. Mileage will be reimbursed upon completion of the travel.

Mileage for in-district travel and to attend district events out of district can be kept on a vehicle travel log and submitted not less than quarterly for payment. Purchase orders should be issued at the beginning of the year to reserve the budget for this purpose.

DUAL ASSIGNMENT DISTRICT MILEAGE REIMBURSEMENT

If you are assigned to dual campuses and will be requesting travel reimbursement, you need to contact Kelly Jones in the business office to create a purchase order for reimbursement. The Dual Assignment District Mileage Reimbursement Chart located on the website under Finance calculates mileage for dual assignment travel. Please have \$10.00 or more in expenditures before requesting reimbursement or your documentation may be held until the total is reached. Please turn your travel log into Kelly Jones in the business office.

GENERAL EDUCATION HOMEBOUND TRAVEL REIMBURSEMENT

Mileage is reimbursed at \$0.575 per mile. Mileage for general education homebound travel is through the Curriculum Department. Please contact Jan Person before travel begins to discuss dollar amount and she will create an open PO for travel reimbursement. Send a copy of your completed (including mileage) Homebound Visit Record form to Jan Person for reimbursement and she will send documentation to the business office. Please have \$10.00 or more in expenditures before requesting reimbursement or your documentation may be held until the total is reached.

SPECIAL EDUCATION HOMEBOUND TRAVEL REIMBURSEMENT

Mileage is reimbursed at \$0.575 per mile. Mileage for special education homebound travel is through the Special Ed Department. Please see Dawn Smith for further instruction on reimbursement. Please have \$10.00 or more in expenditures before requesting reimbursement or your documentation may be held until the total is reached.

EMPLOYEE MEALS

Reimbursement for meals is based on a per diem rate when travel requires an overnight stay. No receipts are required for verification; however, an itemized hotel receipt must be

attached to the travel reimbursement form prior to submitting it to the business office to receive reimbursement for meals. The following chart indicates departure and arrival times to calculate meal eligibility:

<u>To be eligible for</u>	<u>Leave before</u>	<u>Return after</u>
Breakfast @ \$7.00	5 AM	8 AM
Lunch @ \$9.00	11 AM	2 PM
Dinner @ \$14.00	5 PM	8 PM

Meals provided by the conference/workshop attended, including evening banquets, will not be eligible for per diem reimbursement. Meals will only be reimbursed upon completion of the travel.

STUDENT MEALS

Meals for students and sponsors accompanying students may be paid in advance. The advance should be requested at least 7 days prior to the travel occurring. If the sponsor is purchasing miscellaneous food for an event then the sponsor needs to make the purchase and be reimbursed from proper receipts or the sponsor may charge the purchase to Wal-Mart. For meals that will be eaten as a group, the meal advance check will be made out to the restaurant. If this amount is unknown, the following per diem chart will be used to determine the amount of advance that will be issued:

<u>To be eligible for</u>	<u>Leave before</u>	<u>Return after</u>
Breakfast @ \$5.00	5 AM	8 AM
Lunch @ \$8.00	11 AM	2 PM
Dinner @ \$12.00	5 PM	8 PM

If the student will be eating at different times from a concession stand, the sponsor shall issue the student the per diem as indicated above. **The sponsor shall have the students sign a log indicating the amount of money that they were issued for each day.** This log shall be attached to the Travel Expense Reimbursement form (see section TRAVEL REIMBURSEMENT), along with any unused money, and given to the campus/department secretary upon completion of the travel.

AIRFARE & REGISTRATION

Registration fees can be paid in advance or upon return from travel. Advance payment of registration fees should be requested with a purchase order. Payment will be made when the purchase order and registration form is received by the Business Office.

Airfare will be reimbursed upon completion of travel unless it involves student travel. Airline ticket stubs and/or email confirmation of ticket purchase must be attached to the travel reimbursement form to be eligible for reimbursement.

OTHER

Taxi, shuttle service, or parking fees will only be reimbursed when supported by appropriate receipts. Valet parking will only be reimbursed when no other parking is available or when special circumstances prohibit standard parking.

When auto rental is required, **Collision Damage Waiver (CDW) insurance must be purchased.** Employees/sponsors are responsible for presenting a Motor Vehicle Exemption Certificate to the rental car company to claim exemption of motor vehicle gross rental receipts tax. Reimbursement will not be made for motor vehicle gross rental receipts tax.

If a rental car is needed for traveling, the district has an account with Enterprise Rental Car Company in Terrell. This company will accept purchase orders. A purchase order should be requested 7 days in advance of travel. Upon completion of travel the receipt should be given to the campus/department secretary.

OUT OF STATE TRAVEL

All out of state travel must be approved by the Superintendent and the Board of Directors.

COMPLETION OF TRAVEL

The Request for Travel Expense Reimbursement form must be completed and received in the Business Office within 7 calendar days after completion of travel. All applicable information on the form must be entered including travel destination, purpose of travel, departure date & time, and return date & time. All expenses should be itemized and totaled on the form. The following information must be attached to the Request for Travel Expense Reimbursement:

- 1) Student Meal Log and meal receipts when eating as a group (if applicable)
- 2) Itemized hotel receipt
- 3) Approved Out of District Travel Request form
- 4) Conference/workshop registration form.

Failure to provide the above information will result in rejection of the reimbursement request and will delay payment to the traveler.

The following expenses will not be reimbursed by the district:

- 1) Spouse's travel expenses
- 2) Non District related telephone calls
- 3) Non District related Internet charges
- 4) Tips**
- 5) Entertainment
- 6) Laundry service

When all the required documentation is received by the Business Office, reimbursement requests will be processed during the next available accounts payable check run (usually every Thursday). It is important to note that the District's fiscal year ends on August 31 of each year. All travel reimbursement requests must be submitted for payment prior to the fiscal year end. If travel is conducted on August 31, reimbursement must be submitted on the first workday after the trip ends. Once the fiscal year has been closed, no prior fiscal year reimbursements will be made.