

Crandall ISD

Travel Guidelines

TRAVEL GUIDELINES OVERVIEW

Travel forms must be submitted prior to any travel, conference or webinar.

School Board Policy DEE (Local) states:

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception: Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

DISTRICT CREDIT CARDS

All credit card purchases using the district issued credit card should be used only if a requisition is open for the purchase.

OUT OF DISTRICT TRAVEL

Employees and student groups who plan to travel out of the district should complete an Travel, Conference, or Webinar Pre-Authorization Form seven calendar days prior to the travel date. A print out of the conference or event should be attached.

The Travel, Conference, or Webinar Pre-Authorization 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 Travel, Conference, or Webinar Pre-Authorization 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 form. After approval, the Travel, Conference, or Webinar Pre-Authorization 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 75 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 seven days prior to travel date.

Lodging reimbursement rates for in-state and out-of-state travel are listed on the federal per diem rate map on the U.S. General Service Administration website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. 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. If a room charge is more than \$96.00 per night, campus activity funds may pay the room charge that exceeds this amount

MILEAGE

District fleet should be used for travel. If district fleet is unavailable, mileage is reimbursed at \$0.56 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. Travelers are required to select the shortest and most economical route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.

Mileage for in-district travel must be kept on the Travel Reimbursement 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 the Administrative Assistant in your department or campus to create a purchase order for reimbursement. The Dual Assignment District Mileage Reimbursement Chart located on the at the end of this document. 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 the Administrative Assistant in your department or campus.

GENERAL EDUCATION HOMEBOUND TRAVEL REIMBURSEMENT

Mileage is reimbursed at \$0.56 per mile. Mileage for general education homebound travel is through the Curriculum Department. Please contact Administrative Assistant to the Chief Academic Officer before travel begins to discuss dollar amount and an open PO for travel reimbursement will be created.

Send a copy of your completed (including mileage) Homebound Visit Record form to Administrative Assistant to the Chief Academic Officer for reimbursement and the documentation will be submitted 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.

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 indicates departure and arrival times to calculate meal eligibility:

| To be eligible for | Leave before | Return after |
|--------------------|--------------|--------------|
| 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. Tips and gratuities are not eligible for reimbursement.

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:

| To be eligible for | Leave before | Return after |
|--------------------|--------------|--------------|
| 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.

A purchase order should be requested seven days in advance of travel. Upon completion of travel the receipt should be given to the campus/department administrative assistant.

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 seven 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.
- 5) Proof of Attendance

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.

STEPS for REQUESTING TRAVEL

Step 1-Conference Approval

- Ensure that attendance at the conference is approved
- Submit Travel, Conference or Webinar Pre-Authorization Form for signature in the following order:
 - Participant
 - Principal or Director
 - Chief Academic Officer
 - Chief of Staff
- Second Page must be completed
 - Refer sections above regarding lodging, meals and mileage

Step 2-Conference Requisition

- Upon approval of Travel, Conference or Webinar Pre-Authorization Form, a purchase requisition will need to be generated for the conference registration fees.
- Requisition order description will need to include:
 - Conference name, location, date range
 - Name of attendee(s)

Step 3-Conference Payment

- Once the requisition has been through the approval workflow and converted into a purchase order, payment will need to be processed. In order to process payment for the conference registration, the originator of the requisition will need to do the following:
 - Receive the purchase order in Skyward for approval of payment
 - Submit the documentation (registration forms, hotel receipt, etc.) to the Accounts Payable department referencing the purchase order number.
- After the payment has been processed by the Accounts Payable Department, the payment will be sent.

Dual Assignment District Mileage Reimbursement Chart

| | Admin. Compass Raynes | High | Middle | Martin | Walker | Wilson | Dietz | Noble Reed |
|-----------------------------------|-----------------------------|------|--------|--------|--------|--------|-------|---------------|
| Administration/ Compass/Raynes | - | 0.7 | 0.4 | 1.5 | 6.6 | .08 | 7.2 | 2.4 |
| High School | 0.7 | - | 0.5 | 2.0 | 7.1 | 1.3 | 7.7 | 3.1 |
| Middle School | 0.4 | 0.5 | - | 1.7 | 6.8 | 1.0 | 7.4 | 2.8 |
| Martin | 1.5 | 2.0 | 1.7 | - | 5.3 | 1.3 | 5.9 | 2.9 |
| Walker | 6.6 | 7.1 | 6.8 | 5.3 | - | 6.4 | 0.6 | 9 |
| Wilson | 0.8 | 1.3 | 1.0 | 1.3 | 6.4 | - | 7.0 | 2.5 |
| Dietz | 7.2 | 7.7 | 7.4 | 5.9 | 0.6 | 7.0 | - | 9.6 |
| Noble Reed | 2.4 | 3.1 | 2.8 | 2.9 | 9 | 2.5 | 9.6 | - |

