



TEXAS CITY ISD

Training / Travel Procedures

Travel Guidelines



Travel Guidelines

- Meals
 - Reimbursed as a “per diem”
 - No receipts required
 - Funding source: 199 or 461
 - Receipts required
 - Funding source: Federal Grants
 - Overnight stay required
 - Alcohol is NOT allowable
 - Must certify statement indicating that all meal funds requested were expended during the authorized job related travel



Travel Guidelines

- Meals
 - **\$36 Daily**
 - \$8 Breakfast
 - Depart before 6:00am or return after 6:00am
 - \$10 Lunch
 - Depart before 12:00pm or return after 12:00pm
 - \$18 Dinner
 - Depart before 6:00m or return after 6:00pm



Travel Guidelines

- Lodging
 - **Maximum rate = \$175 per person per night**
 - Includes any taxes or fees
 - Itemized receipts are required for lodging
 - **If lodging exceeds \$175 per person per night, only \$175 will be reimbursed**



Travel Guidelines

- Mileage
 - **TCISD Mileage Chart**
 - Primary source for mileage reimbursement
 - **MapQuest/Google Maps**
 - Used for locations not on TCISD Mileage Chart



Travel Guidelines

- Other reimbursable expenses:
 - **Receipts required**
 - Parking
 - Toll fees
 - Taxi/Uber costs





Step 1: Pre-Travel Request

**To be completed by the
employee requesting
professional growth /
travel**

Step 1: Pre-Travel Request

- *Request for Travel*
 - www.tcisd.org
 - Administration
 - Business Office
 - » Business Office Forms
 - » *Request for Travel Form*
- At least 10 business days prior to traveling, complete the *Request For Travel Form* in electronic format.



Step 1: Pre-Travel Request

Name:	Campus
Travel Date:	Return Date:
Date(s) of events and meeting times (not including travel):	
Travel Destination:	Purpose of Trip:
List of all attendants:	
Indicate how this event will support the current campus improvement plan:	
Account Coding:	

- Fill in all requested information



Step 1: Pre-Travel Request

REGISTRATION									
Vendor:	Robotics Education Foundation			Amount:				PO#	
Address:									

- Complete the vendor name, address, and amount.
- Checks will be mailed by default unless otherwise requested.
- The PO# (Purchase Order Number) will be completed in a later step.



Step 1: Pre-Travel Request

STUDENT MEALS				
Students (advances permissible; receipts required within 7 days of travel date):				PO#
	Breakfast(s) @ \$7	\$ -	(depart before 6:00am or return after 6:00am)	
	Lunch(es) @ \$7	\$ -	(depart before 12:00pm or return after 12:00pm)	
	Dinner(s) @ \$7	\$ -	(depart before 6:00pm or return after 6:00pm)	
		\$ -		

- If traveling with students, enter the # of breakfasts, lunches, and/or dinners that will be provided.
- The amount to be advanced will be calculated.
- The PO# (Purchase Order #) will be completed in a later step.



Step 1: Pre-Travel Request

- Submit Travel Form electronically to Campus Secretary for approval and entry.





**Step 2: Post Travel
Requests**
**To be completed by the
employee after attending
training**

Step 2: Post Travel Requests



- Choose “Expense Reimbursement”.
 - Choose “Submit Request”.



Step 2: Post Travel Requests

Home Employee Information Time Off Expense Reimbursement

Submit Request ☆

Views: General Filters: *Skyward Default

Reimbursement Number ▲	Req Sts	Requisition/PO Number	Requisition Sts	Date Entered	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose
<i>There are no records to display; check your filter settings.</i>										

Print

Submit Request

Add

- Click “Add”



Step 2: Post Travel Requests

Expense Reimbursement Request Maintenance

Add Expense Reimbursement Request

Reimbursement For: VANDEVER, III, JOHN C

* Expenses From: 08/10/2015 * To: 08/12/2015

* Purpose for Reimbursement: TASN CONFERENCE MEALS, MILEAGE, LODGING

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

District Payment Reimbursement information:



Asterick (*) denotes a required field

- Expenses From/To = Dates of Travel



Step 2: Post Travel Requests

- Purpose for Reimbursement: Enter details of reimbursement request.
- Reimbursement payment option. Select either:
 - **“ACH” (Direct Deposit)**
 - **“Paper Check”**
- Required Pre-verifier: Default “Julie-Ann Howard”.
- Click “Save”.



Step 2: Post Travel Requests

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: VANDEVER, III, JOHN C Edit Master

Expenses From: 08/10/2015 To: 08/12/2015 3 Days Notes

Purpose for Reimbursement: TASN CONFERENCE MEALS, MILEAGE, LODGING Attachments

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount: \$0.00

Required Pre-verifier: JULIE-ANN HOWARD

Submit For Approval
Save and Finish Later

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default Filter Chart Print Help Add

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
<i>There are no records to display; check your filter settings.</i>									

Edit
Delete
Clone
Mass Add 19Detail



- Click “Add”

Step 2: Post Travel Requests - Meals

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information
 Expenses From: 08/10/2015 To: 08/12/2015 3 Days
 Total Reimbursement Amount: \$108.00

Edit Expense Reimbursement Detail Line

Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 08/10/2015 **Monday**

* Reimbursement Type: DAILY PER DIEM **DAILY**

Category: Meals

BY SUBMITTING THIS REQUEST FOR REIMBURSEMENT, I CERTIFY THAT ALL MEAL PER DIEM FUNDS WERE EXPENDED DURING THE AUTHORIZED JOB RELATED CATEGORY.

OVERNIGHT STAY REQUIRED:

Quantity: 3

Amount: \$36.00 (Maximum allowed for this code is \$36.00)

Total Amount: \$108.00

* Description/Customer: 3 FULL DAYS 08/10/15, 08/11/2015, 08/12/2015

Detail Line Accounts

* Account	Account Selection ?	Amount	Percent
199 E 13 6411 00 001 0 99 052 - LOCAL MAINTENAN/STAFF DEVELOPME/TRAVEL/EMPLOYEE/TEXA		108.00	100.00
Total:		108.00	100.00

[Save](#) [Back](#)

Step 2: Post Travel Requests - Meals

- Use your completed travel form to assist you with entering your reimbursement request.
- Date: Defaults to the first day of your trip.
- Reimbursement Type: Select from the drop down.

BFAST	BREAKFAST
DAILY	DAILY PER DIEM
DINNER	DINNER
LODGING	LODGING
LUNCH	LUNCH
MILEAGE	MILEAGE
REG	REGISTRATION
STUDENT	STUDENT MEAL ADVANCEMENT



Step 2: Post Travel Request - Meals

- If selecting a meal, the following statement will populate:

Category: Meals

BY SUBMITTING THIS REQUEST FOR REIMBURSEMENT, I CERTIFY THAT ALL MEAL PER DIEM FUNDS WERE EXPENDED DURING THE AUTHORIZED JOB RELATED CATEGORY.

OVERNIGHT STAY REQUIRED.

- Quantity: Enter the # of meals



Step 2: Post Travel Requests - Meals

- Description/Customer: Enter the information about the reimbursement including date.
- Account: Enter the account number provided by the Campus / Department Secretary on the *Travel Form* sent with the approval email.



Step 2: Post Travel Requests

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: VANDEVER, III, JOHN C Edit Master

Expenses From: 08/10/2015 To: 08/12/2015 3 Days Notes

Purpose for Reimbursement: TASN CONFERENCE MEALS, MILEAGE, LODGING Attachments

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount: \$108.00

Required Pre-verifier: JULIE-ANN HOWARD

Submit For Approval
Save and Finish Later

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	08/10/2015	DAILY PER DIEM	3 FULL DAYS 08/10/15, 08/11/2015, 08/12/2015	3.0000	36.0000	108.00	M		

Add
Edit
Delete
Clone
Mass Add Detail



- If you need to add another reimbursement, click “Add”.

Step 2: Post Travel Requests - Lodging

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 08/10/2015 To: 08/12/2015 3 Days
 Total Reimbursement Amount: \$278.00

Add Expense Reimbursement Detail Line

Line Number: 2 Receipt Attached Direct Bill/Do not Reimburse

* Date: 08/10/2015 Monday

* Reimbursement Type: LODGING LODGING

Category: Lodging

MAXIMUM ALLOWABLE HOTEL RATE IS \$175 PER NIGHT.
 THE DISTRICT IS EXEMPT FROM TEXAS STATE SALES TAX ON HOTEL ROOMS.

Quantity: 2

Amount: \$85.00 (Maximum allowed for this code is \$175.00)

Total Amount: \$170.00

* Description/Customer: LODGING 08/10/2015 AND 08/11/2015

Detail Line Accounts

* Account	Account Selection ?	Amount	Percent
199 E 13 6411 00 001 0 99 052 - LOCAL MAINTENAN/STAFF DEVELOPME/TRAVEL/EMPLOYEE/TE X		170.00	100.00
Total:		170.00	100.00

Save Back

Step 2: Post Travel Request - Lodging

- Reimbursement Type: Select the reimbursement type from the drop down.
 - **Check the “Receipt Attached” box.**
 - Quantity: Enter the number of nights to be reimbursed.
 - Amount: Enter the reimbursement amount per night.
 - » Includes taxes



Step 2: Post Travel Requests - Lodging

- Description / Customer: Enter description of the requested reimbursement.
- Account: Enter the account number provided by the Campus / Department Secretary with the approval email.
- Click “Save”.



Step 2: Post Travel Requests - Mileage

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: VANDEVER, III, JOHN C Edit Master

Expenses From: 08/10/2015 To: 08/12/2015 3 Days Notes

Purpose for Reimbursement: TASN CONFERENCE MEALS, MILEAGE, LODGING Attachments

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount: \$278.00

Required Pre-verifier: JULIE-ANN HOWARD

Submit For Approval
Save and Finish Later

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
▶ 1	08/10/2015	DAILY PER DIEM	3 FULL DAYS 08/10/15, 08/11/2015, 08/12/2015	3.0000	36.0000	108.00	M		
▶ 2	08/10/2015	LODGING	LODGING 08/10/2015 AND 08/11/2015	2.0000	85.0000	170.00	L	Y	

Add
Edit
Delete
Clone
Mass Add Detail



- Click "Add".

Step 2: Post Travel Requests - Mileage

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: To: 3 Days
 Total Reimbursement Amount:

Add Expense Reimbursement Detail Line

Line Number: Receipt Attached Direct Bill/Do not Reimburse

* Date:

* Reimbursement Type:

Category:
EMPLOYMENT. THE TCISD MILEAGE CHART SHOULD BE USED TO CALCULATE IN-DISTRICT AND OTHER DESIGNATED TRAVEL LOCATIONS. WHEN TRAVELING TO LOCATIONS NOT DESIGNATED ON THE TCISD MILEAGE CHART, MAPQUEST OR ANOTHER MAPPING WEBSITE SHOULD BE USED AND ATTACHED

Quantity:
 Amount: (Maximum allowed for this code is \$0.57)
 Total Amount:

* Description/Customer:

Detail Line Accounts

* Account	Account Selection <input style="font-size: small; border: none; border-bottom: 1px solid #ccc; width: 20px;" type="text" value="?"/>	Amount	Percent
199 E 13 6411 00 001 0 99 052 - LOCAL MAINTENAN/STAFF DEVELOPME/TRAVEL/EMPLOYEE/TEXA	<input type="text" value=""/>	<input type="text" value="57.00"/>	<input type="text" value="100.00"/>
Total:		57.00	100.00

Step 2: Post Travel Requests - Mileage

- Reimbursement Type: Select “Mileage” from the drop down box.
- Quantity: Enter the number of miles to be reimbursed.
 - **Only mileage to and from destination is reimbursable.**
 - Side trips are not reimbursable.
 - **TCISD Mileage Chart or MapQuest**
 - Must attach MapQuest documenting request.



Step 2: Post Travel Request - Mileage

- Description / Customer: Enter info about reimb request, including destination.
- Account: Enter account number provided by Campus / Department Secretary with trip approval.
- Click “Save”.



Step 2: Post Travel Requests

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: VANDEVER, III, JOHN C Edit Master

Expenses From: 08/10/2015 To: 08/12/2015 3 Days Notes

Purpose for Reimbursement: TASN CONFERENCE MEALS, MILEAGE, LODGING Attachments

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount: \$335.00

Required Pre-verifier: JULIE-ANN HOWARD

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	08/10/2015	DAILY PER DIEM	3 FULL DAYS 08/10/15, 08/11/2015, 08/12/2015	3.0000	36.0000	108.00	M		
2	08/10/2015	LODGING	LODGING 08/10/2015 AND 08/11/2015	2.0000	85.0000	170.00	L	Y	
3	08/10/2015	MILEAGE	ROUND TRIP MILEAGE PER TCISD MILEAGE CHART	100.0000	0.5700	57.00	O		

Submit For Approval
Save and Finish Later

- Click “Submit for Approval”.



Step 2: Post Travel Requests

Views: General ▾ Filters: *Skyward Default ▾

Reimbursement Number ▲	Req Srs	Requisition/PO Number	Requisition Srs	Date Entered	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered By
▶ 0000000002	WFP			08/18/2015	08/10/2015	08/12/2015	335.00	0.00	335.00	TASN CONFERENCE MEALS, MILEAGE	VANDEVER, III, JOHN C

Print

Submit Request

Add

Edit

Delete

View

Notes

Attach

Clone



- Attach any required receipts to the travel request:
 - Lodging
 - Taxi
 - Toll
 - MapQuest



Step 2: Post Travel Requests

Attachments

Expense Reimbursement Request Attachments

Available Attachments for Exp Reimbursement #0000000002

Type ▲	Description	Entered By	Entered Date	Entered Time
<i>There are no records to display; check your filter settings.</i>				

View Attachment
Add File
Add Link
Edit
Delete
Back



- Click “Add File”.



Step 2: Post Travel Requests

Expense Reimbursement Request Attachments

Add Expense Reimbursement Request Attachment

* Type: Attachments Expense Reimbursement Request

Entered Date: 08/18/2015

Entered Time: 1:23 PM

Entered By: JOHN C VANDEVER, III

* Description: Lodging Receipts

* Attached File: C:\Users\mrlee\Documents\Fisc Browse...

Save

Back

- Type: Select “Attachments” from the drop down menu.
- Description: Enter description of what is contained in the attached file.
- Attached File: Select & upload file from PC
- Click “Save”



Step 4: Accounts Payable Processing



Step 4: Accounts Payable Process

- The Business Office will process checks on **Tuesdays & Thursdays.**
- Direct Deposits will be in employee accounts the day following the check-run.
- Paper Checks will be mailed the day following the check-run.
 - **By default all checks will be mailed unless otherwise requested.**



QUESTIONS?

