

General

Each District employee who is authorized to travel assumes, with the acceptance of that authorization, a direct responsibility to limit travel claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Planning a day-to-day travel should take into consideration the most economical means of accomplishing the authorized mission. This planning should include consideration of using a personal car or common carrier, sharing rides with other employees, and similar alternatives.

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board policy or official Board action.

**Nonreimbursable
Travel Expenses**

The following travel purposes are not reimbursable:

1. Travel from the home of the employee to school or place of official business and travel back to the employee's home.
2. Travel incurred during an employee's vacation period and/or non-duty days except to participate in meetings called by the Commissioner of Education or authorized by the Superintendent or designee.
3. Credit card fees that can be avoided by using District direct payment options or other convenience charges (such as Early Bird check-in).
4. Travel not elsewhere described as reimbursable.

Travel Authorization

Employee expenses associated with authorized official district business must be approved in advance using the online Travel Authorization Form, found in the employee portal and shall be reimbursed in accordance with the following allowances. Reimbursement for travel from activity funds shall follow the same guidelines as District funds.

Not later than 45 calendar days after the trip, the online Travel Reimbursement Form must be completed with all bills and receipts uploaded.

Reimbursement requests submitted after 45 calendar days will not be processed.

Registration Fees

Registration fees should be paid directly by the District. In cases where the employee pays directly, reimbursement will only be made upon completion of the travel.

Lodging

Lodging within Region IV boundaries is not reimbursable. If lodging within Region IV is necessary, the employee must complete the online Travel Authorization Form and mark the appropriate exception box documenting the need and rationale for such reimbursement.

Reimbursement of hotel rooms shall not exceed \$175 per night single occupancy or \$300 per night double occupancy plus allowable taxes. Discretion should be used in choosing hotels. Double occupancy should be utilized whenever possible. When an employee and spouse occupy a room, the employee is responsible for additional costs, if any, associated with the second person sharing the room.

If a room rate for the above amount is not available, the employee must complete the online Travel Authorization Form and mark the appropriate exception box.

Direct billing with the hotel may be arranged for groups of employees with authorization of the Superintendent, appropriate ESC administrator, or budget manager.

Employees shall utilize Hotel Occupancy State Tax Exemption Forms, obtainable from the business office in order to be exempt from Texas state taxes. Employees are not reimbursed for taxes paid unnecessarily.

Meals and Incidentals

Employee meals for in state travel will be reimbursed based on a per diem basis. The maximum reimbursement for meals and incidentals will be \$51 per day. Receipts are not required. If an employee is not gone for the full day, the maximum reimbursement will be prorated based on departure and return times as follows:

| | |
|-----------|--|
| Breakfast | Leave CCISD area before 6 a.m. Return CCISD area after 6 a.m. |
| Lunch | Leave CCISD area before 12 noon Return CCISD area after 12 noon |
| Dinner | Leave CCISD area before 6 p.m. Return CCISD area after 6 p.m. |

If an employee is traveling out of state, meals will be reimbursed at the per diem rate with no receipts required or will be reimbursed on an actual expenditure basis not to exceed federal limits. If actual expenditures are reimbursed, receipts will be required for each meal.

Travel away from home but not overnight is not considered "travel" for the purpose of meal reimbursement except for a business meal.

The term “business meal” does not apply when one is dining alone. When claiming reimbursement for a business meal, an employee must provide substantiation regarding the identity of the participants and the business purpose of the discussion.

**Private
Transportation**

Travel by personally owned private conveyance outside of the District shall be reimbursed at the Internal Revenue Service reimbursement rate. Mileage claims shall be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted. A printed map/route from an online mapping service (such as Google Maps or MapQuest) shall be attached to the Travel Reimbursement Form.

When an employee travels in personally owned conveyance on District business, the employee shall maintain legally required liability insurance.

The maximum reimbursement for the use of personally owned motor vehicles shall be the amount that the employee would have incurred by using the lowest available airline fare plus taxi/shuttle fees available at the time of travel.

If multiple employees are traveling for the same purpose, carpooling should be used when feasibly possible. When two or more employees travel in a single private conveyance, only one shall receive mileage reimbursement.

Parking Costs

An employee who drives a vehicle to a meeting and is required to pay a parking fee shall be reimbursed provided a receipt is submitted with the employee’s Travel Reimbursement Request.

**Public
Transportation**

Actual cost for public transportation shall be reimbursed with receipts.

Employees, when traveling by commercial airline, shall travel economy class if such space is available. Receipts for public transportation shall be attached to the employee’s Travel Reimbursement Request.

Taxi/shuttle fees are considered to be public transportation and shall be reimbursed at actual cost. Receipts shall be submitted for all trips.

Car rental shall be reimbursed at actual cost. Receipts for car rental costs shall be attached to the employee’s Travel Reimbursement Request. Employees shall utilize Motor Vehicle Rental Exemption Certificate Forms, obtainable from the business office in order to be exempt from Texas state taxes.

Advanced Travel Fund

Advanced travel funds are allowed only in cases of hardship and approved by the Deputy Superintendent of Business and Support Services.

Federal and State Grants

Grant funded travel shall comply with all applicable federal and state statutes, rules and regulations, and grant guidelines. Grant travel costs shall not exceed charges as established by local policy or the General Appropriation Acts, Office of Management and Budget (OMB), Uniform Grant Management Standards (UGMS), and Education Department General Administrative Regulations (EDGAR).

If expenditures exceed grant maximums, the excess must be paid from a local revenue source.

Grant travel is handled the same as above except for:

Lodging

The maximum allowable room rate must be in compliance with the federal GSA rates. Receipts are required.

Meals and Incidentals

The maximum allowable reimbursement must be in compliance with the federal GAS rates. Receipts are not required.