

CLASSROOM SUPPLY  
REIMBURSEMENT

Eligible classroom supplies will be reimbursed as outlined in DEE(LEGAL). Classroom supply forms will be submitted by the teacher to the building principal or designee.

TRAVEL  
REIMBURSEMENT

Travel services should be procured and payment made using the District's purchase order process whenever possible. An employee may be reimbursed for costs of travel based on the following procedures. Documents, forms, and resources referred to in the regulation are available on the District's travel web page, unless otherwise noted.

LOCAL TRAVEL

Required travel on official business of the District to destinations that are within 50 miles of the applicable employee's duty location.

1. A budget manager may reimburse an employee for local travel mileage based on miles driven and the reimbursement rate in effect at the time of travel. Actual costs incurred such as gas, tolls, and rental car fees will not be reimbursed.
2. Reimbursement is requested using the Mileage Log and the Employee Expense module in Munis.
3. A map may be required to substantiate the miles traveled.
4. For travel between District buildings, mileage listed on the In-District Mileage Chart is reimbursed.
5. When two or more employees travel on the same date with the same itinerary, they should coordinate travel whenever possible to minimize mileage reimbursement and parking fees.
6. An employee may be reimbursed for parking. Valet parking will not be reimbursed when a less expensive self-park option is available.
7. Meals are not reimbursed unless the cost of a meal is embedded in the registration fee for a local seminar or business meeting.
8. Lodging expenses are not reimbursed.

OUT-OF-TOWN  
SINGLE DAY  
TRAVEL

Travel of more than 50 miles from the employee's duty location for which the employee does not need to stop for sleep in order to properly perform their job duties is considered out-of-town single day travel. These guidelines are consistent with IRS rules on deductible travel expense and reporting of personal income.

1. A budget manager may reimburse an employee for travel mileage based on miles driven and the reimbursement rate in effect

at the time of travel. Actual costs incurred such as gas, tolls, and rental car fees will not be reimbursed.

2. Reimbursement is requested using the Mileage Log and the Employee Expense module in Munis.
3. Mileage listed from the Out-Of-District Mileage Chart is reimbursed. If a location is not on the mileage chart a map is required to substantiate the miles traveled.
4. When two or more employees travel with the same itinerary, they should coordinate travel whenever possible to minimize mileage reimbursement and parking fees.
5. An employee may be reimbursed for parking. Valet parking will not be reimbursed when a less expensive self-park option is available.
6. Meals are not reimbursed unless the cost of a meal is embedded in the registration fee for a seminar or business meeting.
7. Lodging expenses will not be reimbursed.

OUT-OF-TOWN  
OVERNIGHT  
TRAVEL

Required travel on official business of the District to destinations that are more than 50 miles from the employee's duty location and for which the employee needs to stop for sleep in order to properly perform their job duties is out-of-town overnight travel.

ADVANCE  
APPROVAL

Out-of-town overnight travel must be approved in advance per the following procedure:

1. Complete the Out-of-Town Travel Request form [see DEE(EXHIBIT), Exhibit A]. The request must be approved at least ten working days prior to the first day of travel.
2. Create a Munis travel requisition. The designated campus/department administrative assistant will enter a purchase requisition in Munis using the buyer "travel." The completed Out-of-Town Travel Request form and a conference brochure, or comparable documentation, must be attached in Munis. The brochure supports the travel dates and identifies meals provided by the event and therefore not eligible for reimbursement.
3. The budget manager and finance personnel will review the Munis travel requisition.
4. If the travel requisition is approved, a purchase order is issued authorizing the travel. Without a travel purchase order, expenditure for out-of-town travel may not be made.

5. After the travel purchase order is issued, airfare may be purchased and the event registration fee may be paid and reimbursed. All other costs of travel will be reimbursed after travel is completed.

ELIGIBLE  
EXPENSES

Generally, travel expenses for transportation, lodging, subsistence, and related items incurred by an employee who is traveling at the direction of a supervisor on official business of the District are eligible for reimbursement. While an employee should always select the low cost option for travel expenses, Financial Services will consider documentation from the employee justifying a higher cost alternative due to business, medical, and personal safety needs of the traveler. Use of federal or grant funds for travel results in significant additional restrictions on reimbursement of travel costs. For more information, visit the external funds/compliance website or see the grant manager.

If an employee, or a replacement employee, does not travel as anticipated, travel expenses incurred are generally not eligible for reimbursement. If an employee is unable to travel due to circumstances entirely out of the employee's control, and the employee's supervisor's control, Financial Services will consider the circumstances and may approve reimbursement of travel expenses.

An employee may be reimbursed for either travel expense incurred the day before a conference begins or the day after a conference ends. An employee may not be reimbursed for travel expense for both the day before and the day after a conference. A conference must begin by noon or earlier for an employee to be reimbursed travel expense for the day prior to the conference. A conference must conclude by 5:00 p.m. or later for an employee to be reimbursed for travel expense on the subsequent day.

REGISTRATION FEE

An employee may be reimbursed for a conference or seminar registration fee as a travel expense when the related travel is for the purpose of attending the conference or seminar.

LODGING

Lodging expense incurred at a commercial lodging establishment is eligible for reimbursement consistent with the following guidelines:

1. An employee must make a good faith effort to secure the low cost option for lodging, which includes using double occupancy rooms when possible.
2. If a nonemployee shares the room, reimbursement will be at the rate for single occupancy.

3. For an employee to be reimbursed for lodging expense, the employee must provide the original lodging receipt that includes:
  - a. The name of the commercial lodging establishment;
  - b. The name of the employee;
  - c. The single room rate;
  - d. A daily itemization of the lodging charges, including taxes and fees; and
  - e. Proof of payment.

Employees sharing a room should split the cost of the room on the Out-of-Town Travel Reimbursement forms. The lodging establishment will provide a split bill at the travelers' request.

4. An employee will not be reimbursed for the state of Texas portion of hotel occupancy tax. The employee should give a Texas Hotel Occupancy Tax Exemption Certificate to the hotel personnel upon check-in so that the Texas hotel occupancy tax is not charged. A state recovery fee and various other taxes and fees may be charged and generally are reimbursable.

#### TRANSPORTATION

Transportation expense is generally eligible for reimbursement consistent with the following guidelines:

1. An employee is required to identify and use the least costly method of transportation available considering all relevant circumstances. Absent documentation from the employee identifying the least costly transportation, Financial Services may estimate the lowest cost of travel and reimburse the estimated amount.
2. An employee may be reimbursed for the cost of commercial air transportation in economy or coach class, including luggage fees for no more than one bag containing personal items.
3. For an employee to be reimbursed for air transportation, the original passenger receipt from an airline, or itinerary from a travel company, must be provided. The receipt or itinerary must include:
  - a. The name of the employee and airline;
  - b. The ticket number and class of transportation;

- c. The travel dates;
  - d. The amount of the airfare;
  - e. The origin and destination of each flight; and
  - f. Proof of payment.
4. A District travel agent is available for purchase of airfare using the purchase order process.
  5. An employee may be reimbursed for mileage incurred based on actual miles times the current reimbursement rate. The Out-of-District Mileage Chart specifies the miles to be reimbursed for travel to common destinations in the state. For locations not on the chart:
    - a. Mileage from the employee's duty location (campus or District facility at which he or she primarily work) to the travel destination (conference center or the equivalent) will be reimbursed.
    - b. A MapQuest or Google Maps document or the like must be provided to support the miles claimed for reimbursement.

Actual costs incurred such as gas and tolls will not be reimbursed.
  6. When employees travel on the same date(s) with the same itinerary, they should share vehicles to minimize mileage reimbursement.
  7. An employee may be reimbursed for the cost of gas and tolls incurred when using a rental car. An employee will not be reimbursed for the cost of a rental car, as a Board-approved contract vendor for rental cars is available and should be used when a car is rented.
  8. An employee may be reimbursed for parking. Valet parking is not reimbursed if a self-park option is available. The original receipt(s) with itemized dates and fees must be provided. Texas sales tax, if charged on parking, is not reimbursed.
  9. An employee may be reimbursed for bus, subway, mass transit, shuttle, and taxi expenses to and from the conference location and hotel. To be reimbursed, the employee must provide supporting documentation that itemizes dates and fares charged.

MEALS

Meal expenses including gratuities are generally eligible for reimbursement, subject to the following guidelines:

1. The traveler may request reimbursement based on actual costs incurred or a per diem of \$50. However, the two methods cannot be combined on a single trip.
2. Reimbursement based on actual costs is limited to \$50 per day.
3. Reimbursement is limited to meals. Snacks and beverages that are not a meal replacement are not reimbursed.
4. Meal expense reimbursement for partial travel days will be limited to the portion of the day that an employee traveled. Per meal limits are breakfast, \$10; lunch, \$15; and dinner, \$25.
5. If meals are provided by the sponsor for attendees of a conference or seminar, reimbursement will not be available. For example, if breakfast and lunch are included in the agenda of a conference the reimbursement available would be limited to dinner at \$25.
6. A traveler asking for reimbursement based on actual costs must provide the original restaurant receipt that provides proof the expense was incurred. A receipt must include:
  - a. The name of the restaurant;
  - b. The date of service;
  - c. The amount of the charge;
  - d. An itemization of all charges; and
  - e. Proof of payment.

A traveler asking for reimbursement based on a per diem is not required to submit receipts. However, if receipts are submitted the reimbursement will be based on actual costs, not per diem.

INCIDENTAL AND  
MISCELLANEOUS  
EXPENSES,  
EXCEPTIONS

Additional guidance on expense reimbursement includes the following:

1. An employee may be reimbursed for Internet connection expenses.
2. Expenses eligible for reimbursement may not be reimbursed based on the discretion of budget managers and Financial Services personnel. Failure to fully and correctly document anticipated expenses on the Out-of-Town Request form may contribute to travel expenses not being reimbursed.

3. Significant additional restrictions on, and procedures for, reimbursement apply when federal funds and grant funds are used. Guidance can be found on the external funding/compliance website and from grant managers. Lodging expense over the limits allowed by federal and grant funds may be reimbursed by general funds.
4. An employee will not be reimbursed for travel costs of another employee. Each employee traveling must obtain separate receipts supporting the travel costs involved.
5. An employee may only be reimbursed for travel expense from one source. If an employee receives reimbursement from an entity other than the District, and the reimbursement is less than the travel expenses incurred, the employee may seek reimbursement from the District for the difference.

NON-  
REIMBURSABLE  
EXPENSES

The following items are not eligible for travel reimbursement:

1. Alcoholic beverages;
2. Entertainment;
3. Valet services at, and transportation to and from, restaurants;
4. Room service charges;
5. Texas sales tax and the state of Texas hotel occupancy tax;
6. Membership fees in professional organizations;
7. Instructional materials;
8. Conference shirts or other branded items supporting a conference or organization;
9. Any expenses not listed on the Out-of-Town Travel Request form and included in the travel purchase order;
10. Any expenses not timely processed for reimbursement using the Out-of-Town Travel Reimbursement form [see DEE(EX-HIBIT), Exhibit B]; and
11. Any expense not necessary to and directly supporting travel on official business of the District.

POST-TRIP  
PROCEDURE

An employee should submit and the budget manager should approve the Out-of-Town Travel Reimbursement form not later than ten working days after the travel is completed. In completing the Out-of-Town Travel Reimbursement form, the employee should:

1. List actual departure and return dates and times;

2. List all actual expenses;
3. List the travel purchase order number;
4. Enter reimbursable hotel taxes fees (no Texas hotel occupancy tax) as lodging expense;
5. Enter hotel parking as miscellaneous/parking; and
6. Attach required original receipts. Confirm that receipts are legible and provide supplemental documentation as needed.

The completed Out-of-Town Travel Reimbursement form with attached receipts and any supplemental support such as paper documents should be routed for approval to:

1. The budget manager;
2. External Funds/Compliance, if federal funds are used;
3. The grant manager, if grant funds are used;
4. The budget manager's supervisor, if the budget manager is the traveler (a budget manager cannot approve his or her own travel reimbursement); and
5. Financial Services.

Financial Services will perform a final review and approve, if appropriate. Payment of the reimbursement is completed by the accounts payable department by electronic deposit to the bank account the employee specified for payroll deposits. The accounts payable department will e-mail an electronic funds transfer advice to the employee when reimbursement is paid. Excess reimbursement must be repaid to the District as soon as identified.