

Duncanville ISD

Administrative Guidelines

Travel

Duncanville ISD Travel Policy follows State, Federal guidelines. Texas Education Code requires School Districts in the State of Texas to limit travel reimbursements to the State Rate.

Duncanville ISD will reimburse its employees for reasonable, allowable expenses incurred in carrying out authorized District activities that have **prior approval** of the employee's immediate supervisor. **(Please see the Request for Professional Development/Travel - Form A/Form B)**

A requisition or expense reimbursement is required to be processed for each "line-item" on the Form A.

All reimbursement requests must be submitted using the proper District forms that can be found on the Business Services website, under Forms and Documents on the left hand side.

Charges incurred from cancellation or no-shows are the responsibility of the employee and **NOT** the District. (including hotels, registrations, airfare, car rental, etc.)

SEE THE FOLLOWING PAGES FOR:
ALLOWANCES, LIMITS, INCLUSIONS & EXCLUSIONS
TRAVEL REIMBURSEMENT PROCEDURES

ALLOWANCES, LIMITS, INCLUSIONS & EXCLUSIONS:

<p>EMPLOYEE MEALS AND INCIDENTAL EXPENSES:</p>	<p>\$64.00 PER OVERNIGHT DAY PER DIEM (a maximum of the approved State rate)</p> <p>Receipts are not required for locally funded travel. Travel funded by all other sources, including Federal funds require itemized receipts. Credit card receipts are not acceptable.</p> <p>To be eligible for meal Per Diem the employee must adhere to the following guidelines:</p> <p>The first and the last day of travel is calculated at 75% (\$48.00).</p> <p>Only meals for overnight travel will be reimbursed. Meal(s) provided by the conference or hotel will need to be deducted from the per diem for the day:</p> <p><u>Per Diem</u> \$ 16.00 Breakfast \$ 17.00 Lunch \$ 31.00 Dinner</p> <p>Per Diem must cover meal, gratuity & sales tax.</p>
<p>MILEAGE: (Intra-District)</p>	<p>\$0.625 CENTS PER MILE – PER DISTRICT MILEAGE MATRIX (found on website) WHEN APPLICABLE, OTHERWISE USE ACTUAL MILEAGE FROM an Electronic Mapping Source. (To and From)</p> <p>Intra-District mileage, with the use of an employee’s personal vehicle, will be reimbursed with the approval of the employee’s immediate supervisor. This mileage <u>MUST</u> be submitted monthly on the “Intra-District Mileage Reimbursement Form”, unless employee receives a mileage stipend.</p>

<p>MILEAGE: (includes Education Service Centers Region 10 and Region 11, unless employee receives a mileage stipend.)</p> <p>Detailed documentation of school business trip is required for reimbursement.</p>	<p>\$0.625 CENTS PER MILE – PER STATE MILEAGE REIMBURSEMENT RATE https://fmx.cpa.state.tx.us/fm/travel/travelrates.php</p> <p>Use of an employee’s personal vehicle on official school business will be reimbursed with the approval of the employee’s immediate supervisor. Mileage will originate from your campus/department address to the Conference/Workshop destination and back to your campus/department address. An electronic mapping source (such as www.Mapquest.com) printout must be submitted using the most direct route from your campus/department address for round trip, maps will not be doubled.</p> <p>IF MORE THAN ONE DISTRICT EMPLOYEE IS ATTENDING THE SAME CONFERENCE OR WORKSHOP, TRANSPORTATION SHOULD BE SHARED WHENEVER POSSIBLE AND IS EXPECTED. ONLY DRIVER WILL BE REIMBURSED.</p>
<p>TEXAS SALES TAX: (EXEMPT)</p>	<p>DISD IS STATE SALES TAX EXEMPT. Employees will not be reimbursed for State Sales Tax.</p>
<p>VEHICLE RENTALS: Available only if not greater than mileage reimbursement.</p>	<p>DISD has an account with Enterprise Rent-a-Car. Call and get a daily rate and process a PO. When receiving the PO number call Enterprise Rent-A-Car with the number to place the request along with the District account number. Attach rental agreement to PO.</p>
<p>DISTRICT VEHICLE USAGE:</p>	<p>Check out the District Vans and Buses from Director of Transportation (ext. 2285). A District gasoline credit card should be checked out from Accounts Payable using the “GAS CREDIT CARD CHECK-OUT FORM” when using a District Vehicle. Process PO to Wex Bank in advance for fuel.</p>
<p>PARKING & GROUND TRANSPORTATION:</p>	<p>DISD will reimburse for taxi, shuttle, toll and parking with original receipts. Valet parking will not be reimbursed unless only option.</p>
<p>REGISTRATION FEES:</p>	<p>Conference/workshop registrations should be processed in advance with approval on Form A from employee’s supervisor and must accompany the purchase order. A completed registration form or information about the conference must be submitted for purchase order approval. Please pay close</p>

	<p>attention to deadlines. Reimbursement for registration requires an original receipt. DISD does not reimburse for optional items on the registration form, such as tours, insurance, etc. Attach Proof of Attendance in Skyward to the PO after attending conference.</p>
<p>LODGING: When more than one District employee is attending a conference or workshop, hotel accommodations should be shared. This applies to persons of the same sex. If employee chooses not to share a room then the District will reimburse only the GSA rate + city occupancy tax per night for single occupancy. If reservations are not cancelled according to the hotels cancellation policy then the employee will pay the fee.</p>	<p>DISD PAYS UP TO the GSA rate PLUS CITY OCCUPANCY TAX. (STATE TAX WILL NOT BE REIMBURSED)</p> <p>http://www.gsa.gov/portal/category/21287</p> <p>Lodging will be allowed for over a 75 mile radius (150 mile round trip) from the employees campus/dept. address.</p> <p>A Purchase Order to the hotel, showing nightly room rate and city/occupancy tax for the number of nights needed, should be done in advance. Form A must accompany the purchase order. A hotel state tax exempt form will be given with the check. An actual itemized hotel receipt must accompany a request for reimbursement.</p>
<p>AIRFARE: If airfare is changed, then the employee will pay the fee unless approved by employee's immediate supervisor.</p>	<p><u>GUIDELINES:</u></p> <ol style="list-style-type: none"> 1. Prior approval is required on Form A. 2. Use Travel Agents of Duncanville. 3. Purchase lowest available airfare. 4. Confirm the purchase with secretary to CFO using the District credit card.
<p>RECEIPTS:</p>	<p>RECEIPTS ARE REQUIRED FOR ALL REIMBURSABLE EXPENSES EXCLUDING PER DIEM OR MILEAGE. NON- LOCALLY FUNDED (FEDERAL FUNDS) MAY NOT BE PAID PER DIEM; RECEIPTS ARE REQUIRED.</p> <p>Receipts must be attached to Form B, and then attached to the Expense Reimbursement in Skyward.</p>
<p>NON-REIMBURSABLE EXPENSES:</p>	<p>DISD WILL NOT REIMBURSE FOR EXPENSES NOT DIRECTLY RELATED TO THE PURPOSE OF THE BUSINESS TRIP.</p> <p><u>EXAMPLES:</u> Tours or other entertainment Personal telephone calls</p>

	Hotel room movie rentals Alcoholic beverages Internet charges Expenses incurred for a spouse
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COMPLETING THE EXPENSE REIMBURSEMENT REQUEST ON SKYWARD:

Fill out Form B completely include departure & return dates. Purpose for reimbursement should include conference city and conference name. Attach original receipts to the request, please label receipts. All expense reimbursements are to be turned in 10 working days after the conference.

Please adhere to the Business Office Pay Schedule for processing any reimbursements. Checks are processed weekly.