



Request to Attend Educational Meeting

Name of Employee Traveling: _____

Name of Conference or Event: _____

Location of Event: _____

Session Number (if applicable): _____

Start Date (inclusive of travel time): _____

End Date (inclusive of travel time): _____

Purpose of Conference or Event: _____

Estimated Cost of Trip (Use KISD Travel Brochure for help estimating):

Event Registration Fee: _____

Mileage (only if DRIVING personal vehicle): _____

Rental Car (only if applicable): _____

Meals (max \$40 per day – see rules) _____

Lodging: _____

Parking _____

Other _____

TOTAL: _____

Hotel Name: _____

Room Rate: _____

School Card

Personal Card/
Reimburse

Number of Nights: _____

Employee Acknowledgement:

I have read and agree to the Travel Guidelines on the following page and believe this to be a fair estimate of the time and cost of the event.

Employee Signature: _____ Date: _____

Budget Manager Signature (if other than Principal):

_____ Date: _____

*** ATTACH A COPY OF CONFERENCE AGENDA AND TWO COPIES OF COMPLETED REGISTRATION FORM AND SUBMIT TO CAMPUS/DEPT SECRETARY AT LEAST TWO WEEKS PRIOR TO REGISTRATION DEADLINE.**

*** YOU DO NOT NEED TO PRINT OR RETURN PAGES 2 & 3 OF THIS DOCUMENT - THEY ARE FOR YOUR REFERENCE ONLY. BY SIGNING THIS FORM, YOU ARE STATING YOU HAVE READ AND AGREE TO THE GUIDELINES.**

CAMPUS OFFICE USE:

DATE RECEIVED: _____

Budget Code to be Charged: _____

Account Name: _____

KILGORE ISD TRAVEL GUIDELINES

UPDATED AUGUST 2019

REQUIRED FORMS FOR OUT-OF-DISTRICT TRAVEL:

- 1.) **REQUEST TO ATTEND EDUCATIONAL MEETING** (this form)- Complete no less than 2 weeks prior to travel.
- 2.) **TRAVEL REIMBURSEMENT FORM** (found on KISD website)- Complete for all travel within one week after travel has been completed. DETAILED receipts for lodging, meals, and other expenses must be attached.

The District pays employee expenses only when the approved travel is out of town AND requires an overnight stay, except when traveling with students. Other exceptions will be by special permission and must have prior approval. *Meals for day trips are generally not allowable for reimbursement.*

TRAVEL OBJECTIVE: Travel will serve to directly improve the instructional programs for students or indirectly improve the instructional program through enhanced administrative practices.

ADMINISTRATORS AND/OR SUPERVISORS ARE RESPONSIBLE FOR ENSURING:

- Travel fulfills the stated objective
- Travel is based on a documented program need
- Conference or educational meeting to be attended is high quality
- Number attending and frequency of attendance is reasonable
- Information gained is shared with the department and/or faculty as appropriate

TRAVEL CARD

- An employee may pay for lodging with a personal credit card and be reimbursed. If a personal card is not used, a District credit card may be checked out to employees for lodging charges only. No other expenses are authorized on the issued card. Regardless of payment method, a final hotel bill must be returned with the Travel Reimbursement Form.
- Lodging rates must not exceed the GSA allowable rate for the destination city and travel dates when using federal funds. (<http://www.gsa.gov/perdiem>) The stated allowable rate is per person, per night, excluding taxes.
- The District is exempt from state hotel occupancy taxes. Employee must present a tax-exempt form to the hotel and ensure that the final bill does not include state taxes.
- The District expects two employees of the same gender attending a meeting to share a room.
- Incidentals, such as room service, in-room movies, etc. will not be reimbursed and must not be charged to a District travel card. A separate bill must be requested for these items and paid with personal means. Room service for qualifying meals may be **reimbursed** up to the allowable rate for that particular meal, but it cannot be charged directly to the room or the District travel card.

MEALS

- Actual cost of meals, documented by **itemized receipts**, will be reimbursed UP TO the current travel policy rates for each meal.
- No meal advances will be given except for student meals when traveling with students or in the case of documented hardship. Special approval is required for hardship advances.
- Credit card signature slips are not acceptable documentation. A detailed receipt documenting the items purchased must be attached to the Travel Reimbursement Form. The employee is responsible for submitting acceptable documentation. The Business Office will not contact employees for additional documentation but will adjust the reimbursement amount if documentation is not sufficient.
- If breakfast is included in the hotel rate, or if any meals are included as part of the conference/workshop registration fee, the employee may not claim reimbursement for these same meals, even if the employee chooses to eat elsewhere.
- No tips/gratuities or alcohol will be reimbursed. **Note:** Mandatory service fees for large groups are not considered tips.

TRANSPORTATION EXPENSES

- The District will provide transportation if a vehicle is available. A request must be made with the Transportation Department using the Transportation Request form in Eduphoria.
- If a school vehicle is not available, mileage may be reimbursed for one car per four people. To be reimbursed, the employee must attach a city-to-city mileage calculation from MapQuest to your reimbursement form. If traveling to a city listed on the mileage chart, a link is provided to a PDF copy of the map for each destination.
- The District has an account with Enterprise. If a District vehicle is unavailable and the cost of renting proves more beneficial than reimbursing for mileage, a vehicle may be rented. Please contact Megan Lawson for assistance with a rental.
- Airfare must be justifiable as being within the range of the total expense to be reimbursable. Additional cost beyond the mileage reimbursement rate would be borne by the employee.
- Toll charges and parking fees will only be reimbursed with receipts.

OTHER

- Generally only in-state travel will be approved.
- No portion of a reimbursement will be given until all required documentation is received. The employee is responsible for obtaining and returning all receipts upon return. The Business Office will not contact the employee regarding missing or incomplete documentation – the reimbursement will simply be adjusted.
- A conference or workshop agenda must be attached to the Travel Reimbursement Form.
- Checks are issued on a weekly basis. A reimbursement request must reach the Business Office no later than Wednesday to receive a check the same week. Paperwork received after Wednesday will be processed the following week.

TRAVELING WITH STUDENTS

- Student travel must be approved and budgeted for and must meet a stated educational objective.
- Professional employees traveling with students will follow the above guidelines for reimbursement for overnight trips.
- Cash advance for meals is allowable for student meals. For same-day trips, an employee may request a meal advance at the student rate for the employee. Parent chaperones are not eligible for district-paid meals.
- For overnight trips, no employee meal advances may be requested, and the regular employee travel policy applies. Use the Student Travel Meal Request Form (on the KISD website) to request a meal advance.

EMPLOYEE MUST ACKNOWLEDGE THESE GUIDELINES WHEN REQUESTING TO ATTEND AN EVENT. FAILURE TO READ AND UNDERSTAND THIS DOCUMENT CAN CAUSE DELAYED OR DECREASED TRAVEL EXPENSE REIMBURSEMENTS. A Travel Brochure with a complete checklist and more information can be found on our website at www.kisd.org/business under the Travel Procedures link.