

General Travel Procedures for 18-19

Credit Cards

All District credit cards may only be used for official CISD business. The credit cards may only be requested for employee travel. This is for hotel expenses only, no meals allowed. Parking may be applied upon prior approval for CISD vehicles or Enterprise Rental vehicles only.

CISD requires a purchase order prior to any purchases being made with credit cards. Employee will have to present a copy of the approved purchase order when checking out card.

Tax Exemption

The Hotel Occupancy Tax Exemption Certificate shall be used for school-related travel to conferences, workshops, etc. It is the employee's responsibility to take the appropriate tax exemption form. If state taxes are charged, employee is responsible for getting them credited back to our credit card, or employee may be required to reimburse the district. CISD is a tax exempt organization and does not reimburse for taxes. Texas Hotel Occupancy Exemption Certificates are available from the business office and via our district website. This form exempts CISD from State of Texas tax. The city taxes and occupancy tax will be paid by CISD.

Travel Guidelines

Trip planning takes time for processing. Begin at least three (3) weeks in advance of the proposed trip. Summer travel should all be planned and booked before school is out at the end of May. In general, these should be done like any other purchase using the Requisition process prior to travel. Travel, conference, and professional development paid for out of campus budgets will be approved by the principal, Business office and Superintendent just like any other purchase.

Supporting documentation to include with purchase order in order to receive reimbursement:

- o Conference/convention agenda and registration confirmation page (must show conference/convention name, dates, employee name, and schedule) EX: Who, What, When, Where, and Why
- o Meal amounts requested require all detailed receipts to be attached and may not exceed the GSA rate.
- o Parking receipts, taxi receipts, etc if listed under the "other" column on the form have to be attached in order to be reimbursed and be detailed receipts.
- o Copy of Purchase Order

You MUST have the travel, conference, professional development, rental car (if needed), and meal (request for reimbursement) approved by a purchase order BEFORE you register, book room, etc. If these procedures are not followed, the employee will be responsible for paying or reimbursing the district for unauthorized purchases.

Meals

Meals for overnight travel will be paid at the per diem rate up to \$24.00 per day: breakfast \$8.00, lunch \$8.00 and dinner \$8.00, for which itemized receipts are required.

These amounts will be reimbursed once the employee returns from the trip and attaches all detailed receipts with approved purchase order. Receipts must be sent to the business office no later than ten (10) days after returning from the conference, workshop, training, etc. Original itemized receipts will be required as documentation.

Day Travel: Meal allowances are not allowed.

Do not request advance or reimbursement for meals that will be provided at the event.

Mileage

Employees must check with the transportation department on availability of a district-owned vehicle. If no district vehicle is available, it may be possible to rent a vehicle with enough notice. This takes a reservation, so you will always need to plan ahead. (Start planning at least 3 weeks in advance). No mileage reimbursement is allowed for district or rental vehicles. Parking fees will be paid for district or rental vehicles.

Employee must have a purchase order approved prior to any travel or no payments/reimbursements will be issued. The Principal must ensure sufficient funds are available in the travel budget account before travel is approved.

IF mileage is reimbursed, it will be reimbursed at the rate approved by The Texas Comptroller of Public Accounts listed on their website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) when using your personal vehicle. Amounts paid will be based on MapQuest mileage estimates based on city to city (see travel guidelines) using the shortest route possible. Employees must print off and attach a copy of the MapQuest written directions to the submitted travel expense form.

Hotel

Every effort should be made to lodge at a moderately priced hotel at the government rate.

Hotel amounts requested out of Title Funds may not exceed the GSA rate. Hotel amounts out of local funds must be approved by campus principal and superintendent if over the GSA rate.

Rooms should be shared when possible.

Out-of-state travel must be approved in advance by the Superintendent with his signature on the Travel Form. If traveling out-of-state using Federal/State funding, approval must be given first by TEA.

Hotel receipts are required and must be given to your campus/department secretary attached to the purchase order no later than seven (7) days after returning from the conference, workshop, training, etc. Original itemized receipts will be required as documentation. Return the credit card to the business office on the next business day after travel. DO NOT give the credit card to another employee even if they have approval for use. Anything charged to the credit card while it is checked out to you, you are responsible for and you may be required to reimburse the district.

Employees are responsible for filing a hotel tax exemption certificate with the hotel upon arrival.

No state taxes will be paid by the district. The exemption certificate is available on the district website and at the business office.

Additional costs, such as a spouse attending, laundry, movies, etc. will be at the employee's expense and payment must be made to the hotel vendor at the time of check out.

Hotels may be paid for by either the district credit card or check request.

Travel Procedures updated 8/2/18

Travel Procedures updated 8/2/18