

Quick Employee Travel Guideline

January 2024

BEFORE THE TRIP	DURING THE TRIP	AFTER THE TRIP
Plan ahead to ensure that all deadlines are met and sufficient time for PO approval. - Obtain copy of training/conference brochure and information to verify registration fees and deadlines, lodging confirmation, etc. - Choose designated lodging for conference/event. Provide documentation. (Use gsa.gov/perdiem as a guide for the specified lodging rate if your event location does not have designated lodging.) - Fill out Laserfiche Travel Request Form and attach any other necessary information for trip (i.e. registration info, lodging confirmation, estimated expenses, etc.). - Submit Laserfiche Travel Request Form and supporting documentation to immediate supervisor for approval. Immediate supervisor must approve the Laserfiche Travel Request Form and documentation. <i>(-Out of State travel requires approval from the Superintendent -Student overnight travel requires approval from Assistant Superintendent for Business and Finance Services)</i> - Generate and submit requisition in Ascender and attach approved Laserfiche Travel Request Form and supporting documentation. - Review Travel Guidelines. https://www.littleelmisd.net/support-services/business-and-finance-services/policies-procedures#fs-panel-28604	- Document travel departure/return dates and time. - Use odometer reading or obtain a map of mileage (i.e. Google Maps) for any mileage applicable if receiving a reimbursement. - Obtain original, detailed, itemized receipts for all travel expenses. - Receipts are required for lodging, taxi, shuttle, rental car, parking, tolls, etc. *No receipts required if meals are covered by the District per Diem (does not include meals provided in registration fees or by the hotel).	Complete then sign/submit Laserfiche Travel Expense Form and supporting documentation to immediate supervisor for approval. Immediate supervisor must review and sign the Travel Request Form and documentation. <i>(must be submitted within 10 days of the conclusion of the trip)</i> <u>Attach itemized documents:</u> -lodging receipt (Texas state taxes/hotel occupancy tax will not be reimbursed or allowed) -copy of event brochure/agenda to verify registration fees and deadlines, lodging information, schedule, etc. -registration receipt, <i>if applicable</i>. -receipts for parking, tolls, transportation and/or any other miscellaneous expenses All receipts must be itemized. Expenses paid by personal credit card <u>must</u> have the itemized receipt - Indicate if any meal per diems were used (no receipts required). For reimbursement, do not include meals included with registration fees and meals provided by the hotel. - Travel expenditures shall not exceed the maximum travel limits/what was approved on the travel request form. - Attach/list on the Laserfiche Travel Reconcile Form any POs associated/approved with Travel Request Form. Submit the completed/signed Laserfiche Travel Reconcile Form to Business Services for reconciliation and/or reimbursement.

NOTE:

- An employee may ask for travel advance for anticipated out of pockets expenses when conducting official business travel.
- Any amounts owed to the District should be returned to the District within 10 days of conclusion of the trip.

TRAVEL EXPENSES

- **Airfare** – Purchased from the most economical source. An itemized receipt is required for airfare expenditures and/or reimbursements.
- **Mileage** – Will receive reimbursement at current mileage rate: **\$0.67** cents.
- **Meals** – Per diem is allowable when in overnight travel status and/or when a meal is not already provided. A check will be issued for per diem (no receipts required). Itemized receipts required if LEISD credit card is used.
 - **Current Employee Rate: \$54 daily** for per diem.
 - **Breakfast**: \$12.00 (must leave by 6am)
 - **Lunch**: \$16.00 (must leave by am and return by 1pm)
 - **Dinner**: \$26.00 (must return after 6pm)
- **Lodging** – Must be in overnight travel status. District will not pay or reimburse for lodging if the event is within **50 miles** of the traveler's origination point (LEISD location). The employee's immediate Supervisor must approve in-state travel before it is attached to your requisition in ASCENDER and submitted for further approval. While conducting local travel, overnight travel and meals are not allowed nor reimbursable. Any exceptions must have final pre-approval from the approving budget manager. See below chart or check <https://www.gsa.gov/travel/plan-book/per-diem-rates> for rates of destination.