



ECCISD

Travel Changes

OUR students...THE future

Effective July 1, 2023

Training Objectives

- ▶ Introduce new Travel Request Form and Travel Settlement Form
- ▶ Introduce travel updates/changes to procedures and forms
 - ▶ P-Card Travel
 - ▶ Tips / Mileage / Meals
- ▶ Introduce Requisition splits
- ▶ Reinforce requirements for reimbursement
 - ▶ Documentation / Receipts, etc.




Travel Highlights

- ▶ Travel procedures are based on TEA Guidelines
 - ▶ Refer to Texas Administrative Code 5.22
- ▶ Travel procedures /forms will be found on the Ector County ISD website under Purchasing and then under Travel & P-card section as of July 1, 2023.
- ▶ Travel forms will be fillable (preferred)
- ▶ Travel Request Requisitions should be submitted at least 3 weeks prior to departure date
 - ▶ Include required documentation
 - ▶ All expenses including P-Card, Registrations, etc.
- ▶ P-Card travel **MUST** be requisitioned beginning July 1, 2023 (excluding transportation and discretionary P-Card)

Travel Request Form

- ▶ **New Form** (effective July 1)
 - ▶ Now used for both Employee Only & Student Group
 - ▶ Now fillable online (preferred)
- ▶ **New “Attachments Needed”**
 - ▶ Now included on Travel Request Form
- ▶ **Timeline for Submission**
 - ▶ At least 3 weeks prior to departure date
- ▶ **New Requisition Entry**
 - ▶ Multiple vendors can now be added to one travel requisition
- ▶ **Purpose of Travel Form**
 - ▶ To receive supervisor approval
 - ▶ To account for total cost of trip
- ▶ **Signed Form & Required Attachments**
 - ▶ MUST be scanned in to MUNIS
 - ▶ Original Travel Request Form does NOT have to be turned in

Clear Form
Print Form


ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
TRAVEL REQUEST FORM

Employee Name: _____ Dept/Campus/#: _____
 Email Address: _____ Phone #: _____
 # of Travelers in Group: _____ Complete list of everyone traveling must be attached, including all Sponsors/Coaches/Chaperones.
 Name of Event: _____ Location: _____
 Event Start Date: _____ Time: _____ Event End Date: _____ Time: _____
 Departure Date: _____ Time: _____ Return Date: _____ Time: _____
 General (GF) Acct Code: _____ \$ _____ Total Estimated Cost of Trip
 Special Revenue (SRF) Acct Code: _____ \$ _____ \$ _____
 Trip Notes/Specifications: _____

MILEAGE: (Outside of Odessa/Midland metro area only) Check Advance Req/PO # _____
 Round Trip Total Miles: _____ @ IRS rate \$ _____ SRF \$ _____ GF \$ _____
 Calculate city to city mileage at: <https://www.google.com/maps/dir/>

REGISTRATION: P-Card Check Advance Pre-Paid Req/PO # _____
 Registration Payable to: _____ SRF \$ _____ GF \$ _____
 Send completed registration form to Accounting, accounts.payable@ectorcountyisd.org

MEAL PER DIEM: P-Card (Student Group only) Check Advance Req/PO # _____
<http://www.gsa.gov/portal/category/100120> Destination City: _____
 GSA Rates required for Adult M&IE breakdown. Optional worksheet provided [here](#). Adult day trip must be >12hrs & based on GSA F&L rate (IRS regulation).
 Adult First Day/Day Trip \$ _____ + Last Day \$ _____ x # of Adults _____ = \$ _____
 Adult Full Day \$ _____ x # of Adults _____ x # of full days _____ = \$ _____
 Full day for students is departure before 8am and return after 7pm or staying overnight. Everything else is a partial day.
 Adult partial days where meals provided(GSA rate)/Student partial days(meals provided)/day trip(<12hrs) (B)\$8 (L)\$12 (D)\$15

Date	# of Travelers	x B \$	L \$	D \$	= \$
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Full Day \$35 x # of students _____ x # of full days _____ = \$ _____
 SRF \$ _____ GF \$ _____

LODGING: P-Card Check Advance Pre-Paid Req/PO # _____
<http://www.gsa.gov/portal/category/100120> GSA Lodging Rate: \$ _____
 Always attempt to use GSA rate. If using SRF, any amount over GSA must use GF.
 # of Nights _____ @ \$ _____ per night X _____ # of rooms = \$ _____
 Rate per night should include ALL taxes, fees and services. SRF \$ _____ GF \$ _____
 Traveler to provide copy of Hotel Tax Exemption Certificate and ensure the TX State hotel taxes are not charged.

PLANE FARE: P-Card Travel Agency Pre-Paid Req/PO # _____
 # of tickets _____ @ \$ _____ SRF \$ _____ GF \$ _____

CAR RENTAL: P-Card Check Advance Req/PO # _____
 Traveler to provide copy of Vehicle Rental Certificate and ensure vehicle rental tax is not charged. SRF \$ _____ GF \$ _____

PARKING/TAXI/UBER: P-Card Check Advance Valet parking if only option. Req/PO # _____
 Traveler to provide copy of Sales Tax Exemption Certificate and ensure sales tax is not charged. SRF \$ _____ GF \$ _____

OTHER EXPENSES: P-Card Check Advance IE: rental car fuel, luggage fees, or tips. Req/PO # _____
 Please describe: _____ SRF \$ _____ GF \$ _____

I have read & accepted responsibility for compliance with the Ector County ISD Travel Guidelines. I have chosen the most economical rates available.
 Employee Note: A completed, signed, settlement form with any required associated receipts, is due to the ECISD Accounting Office within 10 calendar days of return from trip. I give ECISD authority to deduct any unsettled amount relating to this trip from my pay (IRS Regulation).


Employee Signature/Date: _____
 Supervisor Signature/Date: _____
 SRF Approval (if applicable)/Date: _____

Attachments Needed:

- ✓ List of travelers
- ✓ Google Maps
- ✓ Registration Form
- ✓ Event Itinerary
- ✓ GSA M&IE Breakdown
- ✓ GSA Lodging Rate
- ✓ Hotel Confirmation/Amenities
- ✓ Airfare Confirmation/Itinerary
- ✓ Car Rental Information

Revised 6/14/2023

Travel Request Form - Top Section



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT

TRAVEL REQUEST FORM

Clear Form

Print Form

Employee Name: <input style="width: 90%;" type="text"/>	Dept/Campus/#: <input style="width: 90%;" type="text"/>
Email Address: <input style="width: 90%;" type="text"/>	Phone #: <input style="width: 90%;" type="text"/>
# of Travelers in Group: <input style="width: 30%;" type="text"/>	Complete list of everyone traveling must be attached, including all Sponsors/Coaches/Chaperones.
Name of Event: <input style="width: 90%;" type="text"/>	Location: <input style="width: 90%;" type="text"/>
Event Start Date: <input style="width: 25%;" type="text"/> Time: <input style="width: 25%;" type="text"/>	Event End Date: <input style="width: 25%;" type="text"/> Time: <input style="width: 25%;" type="text"/>
Departure Date: <input style="width: 25%;" type="text"/> Time: <input style="width: 25%;" type="text"/>	Return Date: <input style="width: 25%;" type="text"/> Time: <input style="width: 25%;" type="text"/>
General (GF) Acct Code: <input style="width: 60%;" type="text"/>	\$ <input style="width: 10%;" type="text" value="0"/> Total Estimated Cost of Trip
Special Revenue (SRF) Acct Code: <input style="width: 60%;" type="text"/>	\$ <input style="width: 10%;" type="text" value="0"/> \$ <input style="width: 10%;" type="text" value="0"/>
Trip Notes/Specifications: <input style="width: 95%;" type="text"/>	

- ▶ ALL information is REQUIRED!
- ▶ **New** - Form is for BOTH Employee and/or Student Groups
 - ▶ Include total # in group (complete list of travelers MUST be attached)
 - ▶ Difference between Event Start/End Dates **AND** Departure/Return Dates
- ▶ **New** - Account Codes at the TOP!
 - ▶ GF vs SRF
 - ▶ Total Estimated Cost
- ▶ **New** - Trip Notes/Specifications Section (include extended dates for personal reasons)

Account Codes (xxx-xx-xxxx-xx-xxx-xx-xxxxx)

Function

- ▶ 11 = educational field trip
- ▶ 12 = librarian travel
- ▶ 13 = teacher/faculty travel
- ▶ 21 = instructional leadership (coordinator/director)
- ▶ 23 = campus administration travel (Principals, AP's, admin assistants, etc.)
- ▶ 31 = counselor travel
- ▶ 33 = nursing travel
- ▶ 35 = school nutrition travel
- ▶ 36 = extra-curricular travel (student groups)
- ▶ 41 = district admin travel

Object Codes

- ▶ 6411 = employee only travel
- ▶ 6412 = student group plus coach/sponsor travel
- ▶ 6419 = non-employee travel (parents, chaperones, board members, etc.)

- ▶ If you need a travel account created, please email Regina Saenz and copy Dusty Baumann

Travel Request Form - Mileage Section

MILEAGE: *(Outside of Odessa/Midland metro area only)*

Check Advance

Req/PO # _____

Round Trip Total Miles: _____ @ IRS rate \$ _____

SRF \$ _____

GF \$ _____

Calculate city to city mileage at: <https://www.google.com/maps/dir/>

- ▶ Mileage calculation is for OUTSIDE of Odessa/Midland Metro Area ONLY
- ▶ Mileage CANNOT be loaded on P-Cards (Select Check Advance)
- ▶ **New** - Mileage should be calculated by using:
 - ▶ Google Maps ONLY - City to City ONLY
- ▶ Specify which fund will be used (SRF or GF)
- ▶ **New** - Link to Google maps is on fillable Travel Request Form
- ▶ Current IRS mileage rate can be found at [gsa.gov/travel-resources](https://www.gsa.gov/travel-resources)
 - ▶ As of January 1, 2023 the IRS mileage rate 0.655 (rate changes yearly)
- ▶ Mileage rate is inclusive of ALL expenses associated with operation of personal vehicle

Travel Request Form - Registration Fee

REGISTRATION: P-Card Check Advance

Registration Payable to: _____

Send completed registration form to Accounting, accounts.payable@ectorcountyisd.org

Pre-Paid Req/PO # _____

SRF \$ _____

GF \$ _____

- ▶ If registration has already been pre-PAID to vendor -list PO # and amount
- ▶ Indicate whether registration is being paid by use of P-card or by check
- ▶ Fill in the vendor name under “Registration Payable to:”
- ▶ Indicate which fund is paying for your registration (SRF or GF)
- ▶ **Completed registration form should be**
 - ▶ **Attached** to Travel Request Requisition **AND**
 - ▶ **Sent** to the Accounting Department to be paid
 - ▶ Accounts.payable@ectorcountyisd.org
- ▶ Conference itinerary **MUST** be attached to Travel Request Requisition
- ▶ Memberships are coded to 6495; Registrations are coded to 6411 (employee) or 6412 (student/sponsor)
- ▶ If you do not have to pay registration for your travel - Mark N/A on the “payable to” line

Travel Request Form - Meal Per Diem (Employee)

MEAL PER DIEM: P-Card (Student Group only) Check Advance Req/PO # _____

<http://www.gsa.gov/portal/category/100120> Destination City: _____

GSA Rates required for Adult M&IE breakdown. Optional worksheet provided [here](#). Adult day trip must be >12hrs & based on GSA F&L rate (IRS regulation).

Adult First Day/Day Trip \$ _____ + Last Day \$ _____ x # of Adults _____ = \$ _____

Adult Full Day \$ _____ x # of Adults _____ x # of full days _____ = \$ _____

Full day for students is departure before 8am and return after 7pm or staying overnight. Everything else is a partial day.

Adult partial days where meals provided(GSA rate)/Student partial days(meals provided)/day trip(<12hrs) (B)\$8 (L)\$12 (D)\$15

Date	# of Travelers	x B \$	L \$	D \$	= \$
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Full Day \$35 x # of students _____ x # of full days _____ = \$ _____

SRF \$ _____ GF \$ _____

- ▶ **New** - Meal Per Diem should be calculated using the gsa.gov per-diem rate website
 - ▶ Select destination city and state to obtain current GSA amount
 - ▶ Print this information & attach to Travel Request Requisition
- ▶ Meal Per Diem for employees can ONLY be advanced through check
 - ▶ Federal/state rules limit the amount and types of expenses and may require more supporting documentation
 - ▶ **New** - MUST use GSA link to calculate M&IE breakdown for First, Last and/or partial days (use current year & city/state)
 - ▶ IRS guidelines state only 75% of the per diem rate is allowable on the first/last day of travel AND for day trip when employee is traveling 12 or more hours
- ▶ If a meal is provided by hotel or event, no per diem amount will be provided for that meal
- ▶ **New** - Optional worksheet is available to help calculate meal per diem

Meal Per Diem Scenario - Morgan & Dusty go on a trip to Dallas, TX
 They will EACH complete a travel request form. They will NOT share funds!!

We leave on 7/1 and return on 7/5

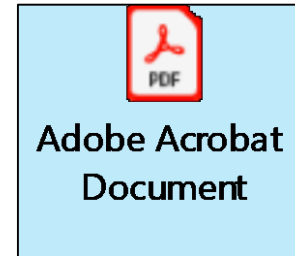
7/1 First day = \$51.75 (\$69 x .75)

7/5 Last day = \$51.75 (\$69 x .75)

7/2 = full day of meals (no freebies)

7/3 = Breakfast is provided by hotel

7/4 = Breakfast provided by hotel, Lunch provided by conference



Primary Destination i	County i	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel i
Dallas	Dallas	\$69	\$16	\$17	\$31	\$5	\$51.75

MEAL PER DIEM: P-Card (Student Group only) Check Advance Req/PO # _____

<http://www.gsa.gov/portal/category/100120> Destination City: Dallas

GSA Rates required for Adult M&IE breakdown. Optional worksheet provided [here](#). Adult day trip must be >12hrs & based on GSA F&L rate (IRS regulation).

Adult First Day/Day Trip \$ 51.75 + Last Day \$ 51.75 x # of Adults 1 = \$ 103.50

Adult Full Day \$ 69.00 x # of Adults 1 x # of full days 1 = \$ 69.00

Full day for students is departure before 8am and return after 7pm or staying overnight. Everything else is a partial day.

Adult partial days where meals provided(GSA rate)/Student partial days(meals provided)/day trip(<12hrs) (B)\$8 (L)\$12 (D)\$15

Date	# of Travelers	x B \$	L \$	D \$	= \$
7/3/23	1	0	17.00	31.00	48.00
7/4/23	1	0	0	31.00	31.00

Student Full Day \$35 x # of students _____ x # of full days _____ = \$ _____

SRF \$ _____ GF \$ 251.50

Travel Request Form - Meal Per Diem (Student Group)

MEAL PER DIEM: P-Card (Student Group only) Check Advance Req/PO # _____
<http://www.gsa.gov/portal/category/100120> Destination City: _____
GSA Rates required for Adult M&IE breakdown. Optional worksheet provided [here](#). Adult day trip must be >12hrs & based on GSA F&L rate (IRS regulation).
 Adult First Day/Day Trip \$ _____ + Last Day \$ _____ x # of Adults _____ = \$ _____
 Adult Full Day \$ _____ x # of Adults _____ x # of full days _____ = \$ _____
Full day for students is departure before 8am and return after 7pm or staying overnight. Everything else is a partial day.
Adult partial days where meals provided(GSA rate)/Student partial days(meals provided)/day trip(<12hrs) (B)\$8 (L)\$12 (D)\$15

Date	# of Travelers	x B \$	L \$	D \$	= \$
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Full Day \$35 x # of students _____ x # of full days _____ = \$ _____
 SRF \$ _____ GF \$ _____

**NEW STUDENT
MEAL RATE!
\$35.00 PER DAY!**

- ▶ **New** - Mark (P-card or Check) and type in destination city
- ▶ Student & Sponsor/Coach List **MUST** be attached to Travel Request Requisition!
- ▶ **New** - Overnight Travel w/Students (greater than 12 hours)
 - ▶ Adults will receive the GSA rate based on the Destination City (see previous slide)
 - ▶ Students will receive \$35.00 per day
 - ▶ If a meal is provided by hotel or event, no per diem amount will be provided for that meal
- ▶ **New** - Day Travel w/Students (less than 12 hours)
 - ▶ \$8 (B) -leave before 8am, \$12 (L) - leave between 11am-2pm, \$15 (D) - return after 7pm
 - ▶ Adults traveling with students <12 hrs. will be given the student meal rate up to \$35.00
- ▶ Indicate which fund(s) will be used for meals - (461 is considered SRF)

Student Overnight Scenario - Morgan & Dusty take 10 students to San Antonio

We leave on 7/1 and return on 7/5

Morgan will complete the form and request funds (example on slide 8)

7/1 First day + 7/5 Last Day x 2 Adults only = \$192.00 (\$48 + \$48)

7/2, 7/3 = full day of meals for students & adults (no freebies)

7/4 = lunch provided for students & adults

7/5 = full day of meals for students



Student Partial Day Rate
(B) \$8 (L) \$12 (D) \$15

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Antonio	Bexar	\$64	\$14	\$16	\$29	\$5	\$48.00

MEAL PER DIEM: P-Card (Student Group only) Check Advance Req/PO # _____

<http://www.gsa.gov/portal/category/100120> Destination City: San Antonio

GSA Rates required for Adult M&IE breakdown. Optional worksheet provided here. Adult day trip must be >12hrs & based on GSA F&L rate (IRS regulation).

Adult First Day/Day Trip \$ 48.00 + Last Day \$ 48.00 x # of Adults 2 = \$ 192.00

Adult Full Day \$ 64.00 x # of Adults 2 x # of full days 2 = \$ 256.00

Full day for students is departure before 8am and return after 7pm or staying overnight. Everything else is a partial day.

Adult partial days where meals provided(GSA rate)/Student partial days(meals provided)/day trip(<12hrs) (B)\$8 (L)\$12 (D)\$15

Date	# of Travelers	(A)	x B \$	L \$	D \$	= \$
7/4/23	2	(A)	14.00	0	29.00	86.00
7/4/23	10	(S)	8.00	0	15.00	230.00

Student Full Day \$35 x # of students 10 x # of full days 4 = \$ 1400.00

SRF \$ _____ GF \$ 2164.00

Meal Per Diem Summary

- ▶ Adult day trip LESS than 12hrs W/OUT students = no meal per diem
- ▶ Adult day trip LESS than 12hrs WITH students = student meal rate
 - ▶ Examples include: athletic events, concerts, field trips, etc.
- ▶ Adult day trip GREATER than 12hrs (not overnight = 75% of full day (or - GSA M&IE first day rate)
 - ▶ Example: leave Odessa at 7am to go to Austin, return to Odessa AFTER 7pm
- ▶ Student (overnight/day trip) rate =
 - ▶ Full Day = \$35.00
 - ▶ Partial Day = \$8 (B) -leave before 8am, \$12 (L) - leave between 11am-2pm, \$15 (D) - return after 7pm
- ▶ Adult overnight trip W/OUT students = GSA M&IE Rate for meals
- ▶ Adult overnight trip WITH students = GSA M&IE Rate for meals

Travel Request Form - Lodging

LODGING: P-Card Check Advance Pre-Paid Req/PO # _____
<http://www.gsa.gov/portal/category/100120> GSA Lodging Rate: \$ _____
Always attempt to use GSA rate. If using SRF, any amount over GSA must use GF.
 # of Nights _____ @ \$ _____ per night X _____ # of rooms = \$ _____
 Rate per night should include ALL taxes, fees and services. SRF \$ _____ GF \$ _____
Traveler to provide copy of Hotel Tax Exemption Certificate and ensure the TX State hotel taxes are not charged.

- ▶ Indicate whether lodging will be placed on your P-card or paid by Check Advance
- ▶ **New** - Click on the GSA lodging link to get the GSA lodging rate for your destination city
- ▶ When reserving your hotel try to use the per night - GSA lodging rate
- ▶ Request the Government rate at hotel if it is lower than Best Available rate
- ▶ List # of nights you will be staying at hotel and the nightly rate (include all taxes/fees)
- ▶ Calculate your rate for # of nights x # of rooms needed
- ▶ Always choose the most economical rate in the safest environments
- ▶ Attach detailed reservation information & hotel amenities to Travel Request Requisition
- ▶ **Provide a copy of the hotel tax exempt form at check-in & check-out (use sales tax exempt form for parking)**

Travel Request Form - Plane Fare

PLANE FARE: P-Card Travel Agency

of tickets _____ @ \$ _____

Pre-Paid Req/PO # _____

SRF \$ _____

GF \$ _____

- ▶ If registration has already been pre-PAID to a vendor -list PO # and amount
- ▶ **ALWAYS** Attach a copy of airfare itinerary and quotes to Travel Request Requisition
- ▶ **ALWAYS** choose the most economical ticket available
- ▶ Upgrades (business class, premium seating, etc.) are NOT reimbursable
- ▶ Flight upgrades after the fact may be the responsibility of the employee
- ▶ Flights should be booked in a timely manner to obtain the best possible rate
- ▶ Employees can use National Travel (see procedures for using Travel Agency), pay out of pocket (applicable reimbursements to employee will be paid after trip), or request funds to be loaded on P-card in order to guarantee the best possible rates.
- ▶ If changes to flight are made, documentation from the airline must be submitted with Travel Settlement (cancelled flights, changed flights, leaving/returning early, etc.)

Travel Request Form - Car Rental

CAR RENTAL: <input type="checkbox"/> P-Card <input type="checkbox"/> Check Advance	Req/PO # _____
<i>Traveler to provide copy of Vehicle Rental Certificate and ensure motor vehicle rental tax is not charged.</i>	<input type="checkbox"/> SRF \$ _____ <input type="checkbox"/> GF \$ _____

- ▶ Indicate how you wish to pay for rental car (P-Card or Check Advance)
- ▶ If you need a district vehicle, contact transportation department for instructions
- ▶ **New** - Provide car rental company with copy of **Texas Motor Vehicle Sales Tax Exemption Certificate**
- ▶ **New** - Encumber funds for fuel under “other expenses” section on travel request form
- ▶ Upon return from trip, turn in ALL car rental receipts and gas receipts

Travel Request Form - Parking/Taxi/Uber

PARKING/TAXI/UBER: () P-Card () Check Advance *Valet parking if only option.* Req/PO # _____
Traveler to provide copy of Sales Tax Exemption Certificate and ensure sales tax is not charged. () SRF \$ _____ () GF \$ _____

- ▶ **ALWAYS** choose the most economical parking and/or route
- ▶ Uber/Taxi/Lyft may be used in lieu of parking ONLY if it is less than the number of days at the economy lot rate
- ▶ Uber/Taxi/Lyft MUST be reasonable (to/from hotel/airport; to/from event/venue; to/from meal)
- ▶ Uber/Taxi/Lyft will NOT be reimbursed if employee is driving personal vehicle unless it is reasonable not to do so (i.e., weather, parking unavailable, etc.) - documentation must be provided
- ▶ **ALWAYS** provide detailed receipts from Uber/Taxi/Lyft - including date, time, pickup address and drop off address

Travel Request Form - Other Expenses

OTHER EXPENSES: <input type="checkbox"/> P-Card <input type="checkbox"/> Check Advance	Req/PO # _____
Please describe: _____	<input type="checkbox"/> SRF \$ _____ <input type="checkbox"/> GF \$ _____
<i>May include gas for rental car, luggage fees for airlines or tips.</i>	

- ▶ **ALWAYS** encumber expenses for rental car fuel, airline luggage fees, tips, etc.
- ▶ **ALWAYS** include detail on form and attach detailed receipts with Travel Settlement
- ▶ **New** - Baggage fees for up to two bags may be reimbursed per trip
- ▶ **New** - TIPS will be reimbursed at a maximum of \$15.00 per day and any automatic gratuities added for large parties (if applicable)
 - ▶ This includes food (student groups only), transportation (Uber/Taxi/Lyft), etc.
- ▶ **New (Student Groups Only)** - If restaurant does NOT apply a large group gratuity we will reimburse sponsor/coach up to 15% tip per itemized receipt.

Travel Request Form - Approvals / Signatures

I have read & accepted responsibility for compliance with the Ector County ISD Travel Guidelines. I have chosen the most economical rates available.

Employee Note: A completed, signed, settlement form with any required associated receipts, is due to the ECISD Accounting Office within 10 calendar days of return from trip. I give ECISD authority to deduct any unsettled amount relating to this trip from my pay (IRS Regulation).

Employee Signature/Date: _____

Supervisor Signature/Date: _____

SRF Approval (if applicable)/Date: _____

Attachments Needed:

- ✓ List of travelers
- ✓ Google Maps
- ✓ Registration Form
- ✓ Event Itinerary
- ✓ GSA M&IE Breakdown
- ✓ GSA Lodging Rate
- ✓ Hotel Confirmation/Amenities
- ✓ Airfare Confirmation/Itinerary
- ✓ Car Rental Information

Revised 6/6/2023


- ▶ Travel Request Forms MUST have required signatures (Employee/Supervisor/FED/State)
- ▶ Travel Request requisitions using federal or state comp ed funds, must be submitted to the Federal & State Programs Department for review and approval. If other Special Revenue Funds are used, the Travel Request form will need to signed by the Director overseeing those funds
- ▶ Employee must enter requisitions in MUNIS and attach ALL REQUIRED documentation
- ▶ **New** -Employee should email travel@ectorcountyisd.org to inform them of requisition number and if P-card advancements are needed.
- ▶ The Purchasing Department will verify supporting documentation, approve requisitions and load P-Card
- ▶ Accounting will issue advance check and provide travel paperwork
- ▶ **Travel Requisitions should be entered and Request forms scanned, with signatures and supporting documentation, AT LEAST 3 weeks before departure date**

Travel Requisition Entry - SPLITS (NEW!!)

- ▶ **New - P-Card Travel Requests MUST be requisitioned effective July 1**
 - ▶ P-Card Requisitions will use vendor #1678 for JP Morgan Chase
 - ▶ **This is ONLY for travel P-card NOT transportation or discretionary!!**
- ▶ Video and step-by-step instructions were emailed prior to this training
 - ▶ Refer to those instructions for more details
- ▶ Sign into MUNIS, go to Requisition Entry - (Example scenarios below)
 - ▶ Morgan is going on a trip with students and needs a check advance (v# 10101) and funds on P-card (v#1678)
 - ▶ Morgan is traveling by herself and needs an advance check (v#10101) and airfare to National Travel (v# 3664)
 - ▶ Morgan is traveling with students and needs an advance check for hotel (v#10101) , meals for students on p-card (v#1678) and registration paid to Business Professionals of America (BPA) (v#5170)

You went on your trip...now what?

- ▶ Travel Settlement forms **MUST BE TURNED IN TO ACCOUNTING** within **10 days from return date!**
- ▶ ALL detailed, supporting documents should be attached (hotel receipts, airfare, mileage, parking, other expenses, car rental, student group list, event itinerary, etc.)
- ▶ Employee only travel (meal receipts are not required)
- ▶ Student group travel (detailed meal receipts are required if using P-card, Meal per diem signature list is required with advance check)
- ▶ **ORIGINAL SETTLEMENT & REQUIRED DOCUMENTS MUST BE TURNED IN TO ACCOUNTING** - ALL signatures are required before Travel Settlement will be accepted
- ▶ **NEW** - DO NOT attach cash/check, etc. to travel settlement forms before settlement is audited
 - ▶ Regina Saenz will email traveler if funds are owed back to ECISD- **AFTER** the settlement has been audited by Accounting
 - ▶ We **STRONGLY** discourage sending cash/check through interoffice mail. Payments should be made **IN PERSON** to guarantee receipt


**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
TRAVEL SETTLEMENT FORM**

Req/PO #: _____


Employee Name: _____ Dept/Campus/#: _____
 Email Address: _____ Phone #: _____
 Actual # of travelers: _____ Attach final list of travelers, including all Employees/Sponsors/Coaches/Chaperones.
 Departure Date: _____ Time: _____ Return Date: _____ Time: _____
 Name of Event & Location: _____
 Start Date: _____ Time: _____ End Date: _____ Time: _____
 General (GF) Budget Code: _____ \$
 Special Revenue (SRF) Budget Code: _____ \$

*Instructions: Please include all actual expenses incurred, including those for which you received an advance.
 Items marked with an (*) require original, itemized receipts to be submitted with the Travel Settlement Form.
 NOTE: MILEAGE FOR TRAVEL WITHIN ECTOR COUNTY WILL NOT BE REIMBURSED ON THIS FORM.*

EXPENSE TYPE	A. CHECK	B. Travel Reimbursement	C. P-CARD	Funds Used	
	Advanced Amount	or Actual Amount Used	Actual Amount Used	General	Special Rev
Mileage @ IRS Rate	\$ _____	\$ _____	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Registration	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:	OFFICE USE ONLY				
Meals	\$ _____	\$ _____	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Meals - student grp	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO# (Pcard):	OFFICE USE ONLY				
*Lodging	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Plane Fare	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:	OFFICE USE ONLY				
*Car Rental	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:	OFFICE USE ONLY				
*Parking/Taxi/Uber	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Other-explain below	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
Other notes/explanations: _____					
TOTAL	A. \$ _____	B. \$ _____	C. \$ _____	OFFICE USE ONLY	
Less Advanced Amount	OFFICE USE ONLY	A. \$ _____	0	OFFICE USE ONLY	
Due back to ECISD	If B-A is less than 0 \$ _____		Receipt #(s): _____		
Due to Employee	If B-A is more than 0 \$ _____		OFFICE USE ONLY		
Review Notes/Initials: _____					
				Total Cost of Trip: \$ _____ 0	
Signature indicates travel is complete and ALL food funds requested were spent on meals or receipts submitted. I understand that providing false information will be grounds for dismissal. I give ECISD authority to deduct any unsettled amount relating to this trip from my pay (IRS Regulation).					
Employee Signature/Date: _____				Original, itemized receipts required: ✦ Registration ✦ Meals - student group or ✦ Student signatures for meals ✦ Lodging ✦ Plane Fare ✦ Car Rental ✦ Parking/Taxi/Uber ✦ Other	
Supervisor Signature/Date: _____					
SRF Approval (if applicable)/Date: _____					

Travel Settlement Form - Top Section

- ▶ This form is now for both Employee only & Student Group Travel
- ▶ Complete Requisition #/PO #
- ▶ Complete each section
- ▶ Departure date is the date/time you LEAVE ODESSA
- ▶ Return date is the date/time you RETURN to ODESSA
- ▶ Include the account # and amount that should be charged or credited for this trip
- ▶ Local mileage reimbursement is requested using a different type of form

 ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT TRAVEL SETTLEMENT FORM	
Req/PO #: _____	
Employee Name: _____	Dept/Campus/#: _____
Email Address: _____	Phone #: _____
Actual # of travelers: _____	Attach final list of travelers, including all Employees/Sponsors/Coaches/Chaperones.
Departure Date: _____ Time: _____	Return Date: _____ Time: _____
Name of Event & Location: _____	
Start Date: _____ Time: _____	End Date: _____ Time: _____
General (GF) Budget Code: _____	\$ _____
Special Revenue (SRF) Budget Code: _____	\$ _____
<p><i>Instructions: Please include all actual expenses incurred, including those for which you received an advance. Items marked with an (*) require original, itemized receipts to be submitted with the Travel Settlement Form.</i></p> <p>NOTE: MILEAGE FOR TRAVEL WITHIN ECTOR COUNTY WILL NOT BE REIMBURSED ON THIS FORM.</p>	

Travel Settlement Form - Column A: Check

EXPENSE TYPE	A. CHECK	B. Travel Reimbursement	C. P-CARD	Funds Used	
	Advanced Amount	or Actual Amount Used	Actual Amount Used	General	Special Rev
Mileage @ IRS Rate	\$	\$	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Registration	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:					
Meals	\$	\$	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Meals - student grp	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO# (Pcard):					
*Lodging	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Plane Fare	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:					
*Car Rental	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:					
*Parking/Taxi/Uber	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Other-explain below	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
Other notes/explanations:					
TOTAL	A. \$	B. \$	C. \$	OFFICE USE ONLY	

- ▶ **ALWAYS** keep a copy of your Travel Advance Request & Advance Check to use in filling out your settlement form
- ▶ Enter the amounts in this column that were included in your Advance Check
- ▶ Do NOT include amounts requested on P-card in this column
- ▶ Remember = Column A is the amount you received from ECISD in a check PRIOR to your trip
- ▶ Mark which type of funds were used (GF = local funds; SRF = special revenue & campus activity)
- ▶ **NEW** - If your requisition was split to pay other expense types (i.e., registration/airfare, etc.) list PO # for those vendors in Expense Type column along with the amounts advanced & used
- ▶ Total everything in Column A

Travel Settlement Form - Column B: Actual

EXPENSE TYPE	A. CHECK	B. Travel Reimbursement	C. P-CARD	Funds Used	
	Advanced Amount	or Actual Amount Used	Actual Amount Used	General	Special Rev
Mileage @ IRS Rate	\$	\$	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Registration	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:			OFFICE USE ONLY		
Meals	\$	\$	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Meals - student grp	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO# (Pcard):			OFFICE USE ONLY		
*Lodging	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Plane Fare	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:			OFFICE USE ONLY		
*Car Rental	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:			OFFICE USE ONLY		
*Parking/Taxi/Uber	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Other-explain below	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
Other notes/explanations:					
TOTAL	A. \$ 0	B. \$ 0	C. \$ 0	OFFICE USE ONLY	

▶ Column B

- ▶ This column should be used for the amounts you ACTUALLY spent while on your trip
- ▶ ALL detailed, supporting documents/receipts MUST be attached for each amount listed in Column B (with the exception of employee meals)
- ▶ Do NOT include P-card amounts in Column B
- ▶ Use the Notes/Other Explanation section to provide more detail as needed
- ▶ Total up the amounts in Column B

Travel Settlement Form - Column C: P-Card

EXPENSE TYPE	A. CHECK	B. Travel Reimbursement	C. P-CARD	Funds Used	
	Advanced Amount	or Actual Amount Used	Actual Amount Used	General	Special Rev
Mileage @ IRS Rate	\$	\$	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Registration	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:			OFFICE USE ONLY		
Meals	\$	\$	OFFICE USE ONLY	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Meals - student grp	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO# (Pcard):			OFFICE USE ONLY		
*Lodging	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Plane Fare	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:			OFFICE USE ONLY		
*Car Rental	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
PO#:			OFFICE USE ONLY		
*Parking/Taxi/Uber	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
*Other-explain below	\$	\$	\$	<input type="checkbox"/> GF	<input type="checkbox"/> SRF
Other notes/explanations:					
TOTAL	A. \$ 0	B. \$ 0	C. \$ 0	OFFICE USE ONLY	

▶ Column C: P-Card

- ▶ Enter the ACTUAL Amount spent using the P-Card
- ▶ P-Card is NOT used for Mileage and Adult Meals
- ▶ Indicate which type of fund should be used to charge these expenses too (GF or SRF)
- ▶ Use other notes/explanations section to provide more detail as needed
- ▶ Sales tax on P-Cards MUST be reimbursed by employee
- ▶ Total the amounts in Column C

Travel Settlement Form - Total Cost of Trip

TOTAL	A. \$	B. \$	C. \$	OFFICE USE ONLY
Less Advanced Amount	OFFICE USE ONLY	A. \$		OFFICE USE ONLY
Due back to ECISD	If B-A is less than 0	\$	Receipt #(s):	
Due to Employee	If B-A is more than 0	\$		OFFICE USE ONLY
Review Notes/Initials:				
				Total Cost of Trip: \$
<p><i>Signature indicates travel is complete and ALL food funds requested were spent on meals or receipts submitted.</i></p> <p><i>I understand that providing false information will be grounds for dismissal. I give ECISD authority to deduct any unsettled amount relating to this trip from my pay (IRS Regulation).</i></p>				
Employee Signature/Date: _____				
Supervisor Signature/Date: _____				
SRF Approval (if applicable)/Date: _____				

Original, itemized receipts required:

- ❖ Registration
- ❖ Meals – student group or
- ❖ Student signatures for meals
- ❖ Lodging
- ❖ Plane Fare
- ❖ Car Rental
- ❖ Parking/Tax/Uber
- ❖ Other

- ▶ Type in the amount for Column A
- ▶ If Column A is greater than Column B - AFTER Audit, Employee will owe ECISD
- ▶ If Column B is greater than Column A - AFTER Audit, ECISD will owe employee
- ▶ Do NOT include P-Card expenses in these numbers
- ▶ ALL signatures are required

Travel Settlement Form - Documentation Needed

- ▶ Registration (must show proof of payment and include itinerary for event)
- ▶ Mileage (must include Google maps print-out showing city to city mileage)
- ▶ Meals (student group only) - must be itemized receipt if using P-Card and/or Signature list if using Advance Check
- ▶ Lodging (must include detailed, itemized receipt showing traveler name, room number, dates, itemized charges, parking (if applicable) and proof of payment)
- ▶ Plane Fare (must include itinerary, name of passenger, itemized list of charges and proof of payment)
- ▶ Car Rental (must include itemized charges and proof of payment, dates of rental, and name of traveler)
- ▶ Parking/Taxi/Uber (if parking not included on hotel receipt- need ticket stubs from automated machines with dates, amount, name of company; taxi receipt from driver; Uber/Lyft must include dates, times, pickup and drop location addresses, and detailed charges including the tip portion)
- ▶ Other (Gas receipts (for rental cars only), luggage fees (copy of airline receipt), all “other” items require detailed receipts or explanation in the note-section for all amounts listed)

Unallowable Expenses

Detailed information about travel and other unallowable expenses can be found at www.ectorcountyisd.org

Departments > Purchasing > Travel and P-card (and)
Departments > Finance > Administrative Procedures Manual

Below is a list of the most “misunderstood” expenses -

- ▶ Trip/Travel Insurance / Medical Services
- ▶ Room service/ room upgrade / movie rentals / mini bar / extra bed / bell hop
- ▶ Airfare upgrades / first class / premium, exit row seating
- ▶ Itinerary changes for personal reasons (extended stay, early departure, etc.)
- ▶ Expenses due to employee negligence (fines, parking tickets, locksmith, missed flights, alcohol, etc.)
- ▶ Personal Entertainment (movies, transportation to/from clubs, malls, etc.)
- ▶ Fuel / maintenance / repairs for personal vehicles
- ▶ Valet parking (unless it is the only option and REQUIRED by hotel -must provide proof)
- ▶ Internet (most hotels offer a basic, free internet - if they do not, provide proof from hotel (amenities, etc.) and itemized receipt)
- ▶ Taxes (sales, TX state). Taxes for out of state travel will be reimbursable
- ▶ Tips are only allowed up to \$15 per day (includes food, transportation, etc.) The only exception is automatic gratuities added to a meal receipt for larger parties

Summary of Changes - PLEASE TAKE NOTE!

- ▶ Travel Request form and Travel Settlement form are now being used by Employee AND Student Groups (no separate student group travel form anymore)
- ▶ Documents needed are now included on bottom of Travel Request Form and bottom of Settlement Form
- ▶ Small receipts should be TAPED to an 8 ½ x 11 sheet of paper (you may add more than one receipt but they should all be readable without folding), please do not tape over any amounts or detail and do not use a highlighter on receipts
- ▶ P-Card Requests should be completed on a Travel Request Form **AND** entered as a requisition to JP Morgan Chase (V# 1678)
- ▶ Travel Requisitions can now be SPLIT between vendors
- ▶ Tip amounts have been changed from \$20 per trip to \$15 per day
- ▶ Mileage should be calculated CITY to CITY using Google Maps only
- ▶ Meal per diem -
 - ▶ Student Travel Rate has increased from \$30 per day to \$35 per day, per student
 - ▶ Student Daily rate (less than 12hrs) is now \$8 (Breakfast), \$12 (Lunch), and \$15 (Dinner)
 - ▶ Adults traveling with students OVERNIGHT - will be given meal per diem at the GSA rate for destination city (students will receive \$35 per day (full day) or student rate per meal-partial day)
 - ▶ Adults traveling w/students DAY TRIP (less than 12hrs) will be given up to \$35 per day or based on the student rate per meal
 - ▶ Adult meals are calculated using GSA M&IE Rates for destination city
 - ▶ First and last day (at IRS 75% rate) will be given (regardless of times of departure/return)
 - ▶ Partial days will be calculated based on GSA rates for destination city

Thank you for attending today...if you have any questions, you may use the training materials and videos we have provided, or you can contact the following individuals...



- ▶ Teloia Walters - Travel Clerk (x60710)
 - ▶ Settlements (including P-Card)
 - ▶ Reimbursements
- ▶ Sylvia Luna - (x69712)
 - ▶ Travel Request Requisitions
 - ▶ P-Card Requests
- ▶ Kimberly Byers - Finance (x69700)
 - ▶ General travel questions
- ▶ Regina Saenz - Bookkeeper (x69692)
 - ▶ Reimbursements back to ECISD
- ▶ Morgan Eaton, Purchasing Coordinator (x69713)
- ▶ Dusty Baumann, Accounting Supervisor (x69691)
 - ▶ Contact Supervisors AFTER HOURS with travel issues

Let's practice...

- ▶ Check your email for the link to MUNIS Train
- ▶ If you have access to requisition entry sign in to MUNIS Train
 - ▶ <https://ectorcntisdtx-train.tylerhub.com/>
- ▶ Watch first - then pick a scenario to enter
 - ▶ Morgan is going on a trip with students and needs a check advance (v# 10101) and funds on P-card (v#1678)
 - ▶ Morgan is traveling by herself and needs an advance check (v#10101) and airfare to National Travel (v# 3664)
 - ▶ Morgan is traveling with students and needs an advance check for hotel (v#10101) , meals for students on p-card (v#1678) and registration paid to Business Professionals of America (BPA) (v#5170)

Our staff will be around to check your progress

Remember, we are in Train so you can't mess anything up!! 😊

Travel Links

- ▶ Mileage - <https://www.google.com/maps/dir/>
- ▶ Meals - <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>
- ▶ Meal Breakdown Worksheet - <https://www.ectorcountyisd.org/cms/lib/TX50000506/Centricity/Domain/153/Travel%20-%20Meal%20Per%20Diem%20Worksheet.pdf>
- ▶ Lodging - <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>
- ▶ Ector County ISD Website - <https://www.ectorcountyisd.org/Page/652>
 - ▶ Travel procedures
 - ▶ Hotel Tax Exempt / Sales Tax Exempt / Motor Vehicle Tax Exempt