

# CALLEN ISD

## TRAVEL GUIDELINES AND PROCEDURES



### **Section 1. Travel Guidelines Overview:**

**School Board Policy DEE Local states:** An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations. For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

**Note:** Travel expenses incurred due to the fault of a traveler, such as failure to meet travel sheet turn-in deadlines, late registration, canceled flight, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler. *Does not apply to extenuating circumstances, approval of extenuating circumstance is at the sole discretion of the Superintendent.*

**The district shall not use state or federal grant funds for travel costs with the exception of allowable registration fees.**

All travel expenses shall comply with federal, state and local guidelines. The District shall apply the same travel guidelines and rates for all travel expenses regardless of funding sources.

#### **Federal guidelines (IRS):**

- All travel expenses shall be paid under an Accountable Plan: 1) travel must have a business connection; 2) the traveler shall account for all expenses; 3) excess advances, if any, shall be reimbursed to the district; and 4) meal expenses shall be in conjunction with overnight travel only.
- The meal expenses for the day of departure and return shall be adjusted based on the time of departure and return as noted in the District travel guidelines.
- Travel advances will not be provided to a traveler more than 30 days prior to the travel event.
- If any travel expenses fail to meet the accountable plan guidelines, the payment to (or on behalf of) the traveler shall be refunded to the District.

#### **Federal Guidelines (EDGAR):**

- **The District shall not use state or federal grant funds for travel costs with the exception of allowable registration fees.**

#### **State Guidelines (TEA):**

- **The District shall not use state or federal grant funds for travel costs with the exception of allowable registration fees.**

### Local District Guidelines:

The local District guidelines shall apply to all travel expenses regardless of funding source for in-state and out-of-state travel. All anticipated travel costs shall be submitted on a Travel Expense Statement, approved by the immediate supervisor, Director of Business Services, Assistant Superintendent of Finance and Operations, and Superintendent. All anticipated travel costs must be encumbered to the appropriate budget account code(s) before any travel-related costs are incurred by the district or traveler with the exception of regular season athletic events where schedules have already been approved by the Superintendent and student classes that are part of the regular day schedule.

In accordance with the State Comptroller's TexTravel Guidelines, the district acknowledges that discount or reward programs, such as flights, hotel, etc., are not things of value belonging to the district. The administrative burden to track the individual reward programs of employees would be administratively impractical and thus the district has determined that the employee may retain the value, if any that they receive personally due to school business related travel. *This does not apply to personal credit card rewards points, all travel expenses must be charged to District credit cards.*

### Section 3. Travel Rates:

**Calallen ISD does not pay for any meals for day trips, unless accompanied by students.** A day trip is defined as a trip that does not require an overnight stay.

#### Travel Rates

<b>In-State or Out-of-State Lodging</b>	Reasonable rates taking into consideration employee/student safety and market rates will be considered. The District will cover the cost of overnight trips at the hotel/facility listed as the host hotel(s) where the conference, seminar, etc. is being held or an alternate location when necessary. <b>We strive to stay under \$120 per night, rates above this amount may require documentation and approval.</b> Rooms should be booked at the most economical rate available without additional amenities.
<b>Employee Meals – Overnight Trips</b>	Breakfast \$10.00 Lunch \$13.00 Dinner \$17.00 <b>Daily Maximum \$40.00</b>
<b>Employee Meals – Non-Overnight Trips</b>	<b>Not allowable at Calallen ISD unless accompanying students</b>
<b>Student Meals – Overnight Trips</b>	Breakfast \$7.00 Lunch \$10.00 Dinner \$13.00 <b>Daily Maximum \$30.00</b> <b>Calallen ISD pays for meals based on time of leaving and arrival back to campus- additional meals or meal overages may be paid for using Activity/Booster Funds.</b>

<b>Student Meals – Non-Overnight Trips</b>	Breakfast \$7.00 Lunch \$10.00 Dinner \$13.00 <b>Daily Maximum \$30.00</b> <b>Calallen ISD pays for meals based on time of leaving and arrival back to campus- additional meals or meal overages may be paid for using Activity/Booster Funds.</b>
<b>Personal Vehicle Mileage Reimbursement</b>	52 cents per mile
<b>Rental Cars</b>	The district only authorizes the use of rental cars through the <b>State of Texas Contract Rate at Enterprise Rent-A-Car</b>

#### Meal Eligibility

##### Departure from District Times

- Eligible for breakfast if departing before 8:00 am
- Eligible for lunch if departing before 11:00 am
- Eligible for dinner if departing before 6:00 pm

##### Return to District Times

- Eligible for breakfast if returning after 9:00 am
- Eligible for lunch if returning after 1:00 pm
- Eligible for dinner if returning after 7:00 pm

### **Section 4. District Allowable Travel Expenses:**

#### Registration Fees

- Registration fees for a conference, workshop, or other training event as supported by a registration form are allowable costs.
- Fee-based optional events such as a speaker or awards luncheon shall be approved on a case-by-case basis if the event fee is reasonable and the traveler would derive a work-related benefit from attending the event.
- The authorized travel expenses should be supported by the registration form and Schedule of Events. The documentation should include the start and end dates of the event, event location and registration fee.
- A copy of the registration form and Schedule of Events should be submitted with the Travel Expense Statement.
- ***If the travel event only requires a registration fee (aka. there will be NO meals, mileage, vehicle rental, yellow bus, hotel, etc.) the campus/department does not need to fill out a District travel sheet, and instead can enter a requisition directly to the registration fee payee.***

### Meals - Employees

- Meals will be reimbursed at the current district meal per diem rates in Section 3 for employees. District credit cards or Purchase Orders charges are not allowed as payment methods for employee meals during travel except when traveling with students.
- If the traveler will be away from home during a meal time for overnight travel, the meal per diem should be included.
- If the dates of travel are all full days and no meals are provided by the event or included in the hotel reservation, the employee will receive a meal per diem for Breakfast, Lunch, and Dinner for that day.
- If meals are provided, like continental breakfast and receptions, as part of the event and/or hotel or conference, do not include the Breakfast, Lunch, or Dinner meal in the meal per diem.
- A check should be issued to the traveler within 30 days of the travel event for all employee meal per diems. If the traveler chooses ACH, the payment will be initiated on the last day of the month following the travel date.
- Travelers do not have to submit receipts for their employee meal expenses.

### Meals - Students

- Attach a list of students to support the number of meals requested for co-curricular or extra-curricular events, if applicable. Refer to the current district meal per diem rates in Section 3 for students.
- A District credit card or Purchase Order will be issued to restaurant/vendor. Meals may be paid for with cash by issuing a check to the authorized sponsor.
- Detailed meal receipts should be submitted by the traveler to the Business Office within 10 days after the travel event unless the per diem is given directly to the student. When meal per diem is given directly to the student, the sponsor shall retain a student sign off sheet acknowledging each student's receipt of funds.
- If the sponsor cashes the meal per diem check as form of payment, any unused monies must be returned to the District with meal receipts within 10 days of the completion of the trip.

### Lodging

- Lodging costs shall be allowable for travel events that require an overnight stay away from the greater Corpus Christi area. No lodging shall be allowable in the traveler's home city or county or in Nueces County and counties adjacent to Nueces County.
- The maximum nights of lodging shall be based on the start and end times of the travel event and the distance of the travel location. Lodging costs that exceed the required minimum may not be deemed necessary or allowable travel costs.
- The traveler shall estimate the lodging expense per night (including all taxes, surcharges, etc). A conference or event hotel shall be the first priority to minimize transportation costs at the event city and protect employee/student safety. Rooms should be booked at the most economical rate available without additional amenities. If a spouse attends with a District employee any additional room costs must be paid for by the employee.
- The traveler is responsible for making their own hotel reservation and securing with their personal credit card or a district credit card, as appropriate. If the hotel requires a one (1) night's deposit, the deposit shall be paid with a district credit only. The district will not reimburse employees for hotel

deposits made on personal credit cards. When traveling with students a district credit card should be used to secure reservations.

- The traveler should be mindful when using third party booking websites and pay special attention to payment terms, cancellation terms, and sales tax. The District will not allow lodging via AirBnB/VRBO/Vacasa, etc.
- All lodging costs should be paid with a district-issued credit card on site at the time of arrival and/or departure based on the hotel's charging policy. Travelers should not pay the hotel expense with personal funds and seek reimbursement after-the-fact unless some of the travel costs are for personal travel days. Under this scenario, the traveler must ensure that only district-authorized travel costs are paid with the district credit card.
- The traveler may, at his/her request, stay with a family member or friend instead of at a hotel. If the traveler selects this option, the traveler shall not receive any payment in lieu of lodging costs.
- The traveler should present a Hotel Occupancy Tax Exemption Certificate to a Texas hotel. The Hotel Occupancy Certificate can be found on the district's Business Webpage and the State Comptroller's Website and should be given to the traveler prior to travel by the Business Office. The hotel occupancy tax exemption does not apply to out-of-state travel.
- The traveler should present a Sales Tax Exemption Certificate to a Texas hotel for parking costs. If the traveler fails to present the certificate. The Sales Tax Exemption Certificate can be found on the district's Business Webpage and the State Comptroller's Website. The sales tax exemption does not apply to out-of-state travel.
- District employees are required to share a room up to 2 per room with another employee of the same gender in order to minimize costs. Special circumstances must be approved by the campus/department administrator and the Superintendent.
- Students are required to share a room up to 4 per room with other students of the same gender in order to minimize costs. Special circumstances must be approved by the campus/department administrator and the Superintendent.
- When a traveler shares lodging with a non-district employee or district employee not in approved travel status, the maximum lodging costs shall be the appropriate rate for single occupancy. The standard hotel reservation for the District is double occupancy rooms.
- Internet charges at a lodging facility might be allowed for work-related access only, and are subject to pre-approval on the Travel Expense Statement on a case-by-case basis.
- Lodging costs such as movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds.
- A detailed lodging receipt must be submitted by the traveler to the Business Office within 10 days after the travel event.

### Transportation

- Travelers should travel to their destination location by the most economical means, i.e. either rental car, personal vehicle with mileage, or flight. However, travelers may opt to travel to their event destination via a more expensive means of transportation, but the cost/reimbursement for transportation shall be limited to the most economical means.
- **Travelers should never transport district students for approved travel in personal vehicles.**

### Transportation – Rental Car

- Rental car costs shall be allowable for travel events that require travel away from the District (typically, the greater Corpus Christi area) if use of the rental car is the most economical mode of transportation.
- **The district only authorizes the use of rental cars through the State of Texas Contract Rate at Enterprise Rent-A-Car.**
- Charges for liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance are not allowable costs.
- Rental car costs associated with deviations from the required travel plans, such as pre or post personal days are not allowed with district funds.
- Rental car costs shall be paid with a district issued Purchase Order at the time of arrival and/or departure based on the rental car company's charging policy, based on approved, estimated rental car expense as reflected on the Travel Expense Statement. Travelers shall not pay the rental car expense with personal funds and seek reimbursement.
- Travelers shall be issued a district credit card for necessary refueling of the rental vehicle. Travelers are required to submit fuel receipts, if any, for travel in a rental car.
- Insurance: When renting a vehicle from all domestic Enterprise locations under the State of Texas contract, the daily rate includes both LDW (Loss/Damage Waiver or comprehensive) and Liability coverage. In the event you need to provide proof of insurance, inform the individual asking that you are renting under a corporate rate which includes the insurance.
- Secondary Drivers: At Enterprise additional or secondary driver fees are waived for secondary drivers that are traveling with a State employee on official state business. Additional drivers must be at least 18 years of age and present a valid driver's license at the rental location. Charges for additional drivers beyond this provision may only be allowed if incurred for a business reason such as both drivers are district employees on approved travel status.
- Re-Fueling Provisions: At Enterprise vehicles are provided to travelers with a full tank of gas. Any amount less when vehicle is returned is subject to a per gallon fee not to exceed 50% above local market price. If you are given a vehicle that does not have a full tank of gas, be sure the gas level is noted on the rental agreement. District employees should return the rental vehicle with the same level of fuel in it.
- Detailed fuel receipts must be submitted by the traveler to the Business Office within 10 days after the travel event.

### Transportation – Mileage

- Mileage reimbursements shall be allowable for travel events that require travel away from the traveler's home (typically, greater Corpus Christi area). No mileage reimbursements shall be allowable to ESC 2.
- Travelers who opt to drive their personal vehicle shall be reimbursed the lesser of mileage at the current mileage rate current rate of \$.52 per mile or rental vehicle.
- Travelers should not be reimbursed any fuel charges or required to submit any fuel receipts for travel in a personal vehicle.

- Mileage is based on current mileage computations form or a map printout with the mileage from the point of origin [district address] to the point of destination shall be printed and attached to the Travel Expense Statement.
- Mileage costs related to personal destinations before, during or after the travel event shall not be allowable costs. In addition, mileage costs due to the traveler's error in reaching the destination, such as getting lost shall not be allowable costs.
- When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage.

#### Transportation – Flights

- Flight costs shall only be allowable for out-of-state travel events, unless it is the most economical means of in-state travel.
- The departure and return dates of the flight shall be based on the start and end times of the travel event and the distance of the travel location.
- The actual cost of commercial air transportation (lowest coach fare) to accommodate the required travel dates of the travel event shall be allowable costs.
- All flights shall be purchased by the traveler using the district credit card for the most economical route and schedule to meet the travel plans.
- For all flights, luggage charges, if any, shall be limited to the fees for one (1) bag, up to 50 pounds per bag.
- A rental car at the event location shall be allowable if it is the most economical method to access the event location and if the estimated cost is less than a taxi, shuttle, Uber, Lyft, etc.
- All flight costs associated with deviations from the required travel plans, such as pre or post personal days or canceled travel plans due to personal reasons shall be paid by the traveler. For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend personal days at the travel destination, the additional cost, if any, to fly on Friday shall be paid by the traveler.

#### Transportation – Parking Charges

- Parking charges shall be allowable for all travel events outside of Nueces County, as appropriate, if the traveler is traveling in a rental car or personal vehicle while on approved travel status.
- Parking at the airport at the traveler's home location shall be allowable, as appropriate, for all required travel dates. Additional parking days, at the traveler's option due to pre or post travel days shall not be allowable costs with district funds.
- Parking receipts should be submitted by the traveler to the Business Office within 10 days after the travel event.

#### Transportation – Toll Charges

- Toll charges shall be allowable for all travel events, as applicable, if the traveler is traveling in a rental car or personal vehicle while on approved travel status.

### Transportation – Taxi, Shuttle, Uber, Lyft, etc.

- Taxi and shuttle costs shall be allowable for all travel events, as applicable, if the traveler is on approved travel status.
- Taxi and shuttle tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds.
- Non-taxi services, such as Uber or Lyft, may be allowable for reimbursement if the costs are reasonable and required during the travel event.
- Receipts for taxi, shuttle, Uber and Lyft, etc. receipts should be submitted by the traveler to the Business Office within 10 days after the travel event.

### Athletic Tournament Travel Expenses:

- For local tournaments (defined as under 100-miles one-way):
  - District athletic budget will pay for one meal per day, entry fee, and transportation up to the cost of a yellow bus
- For out-of-town tournaments (defined as over 100-miles one-way):
  - 1<sup>st</sup> tournament - District athletic budget will pay for one meal per day, entry fee, and transportation up to the cost of a yellow bus
  - 2<sup>nd</sup> tournament - District athletic budget will pay for one meal per day and entry fee
- For expenses incurred for tournaments outside of the parameters detailed above, the athletic department is responsible for securing additional travel monies through the Activity Fund or Booster Club.
- Payment of tournament costs is subject to budget availability.
- The athletic tournament travel rules do not apply to any post-district level tournaments.

### District Non-Allowable Travel Expenses:

- Reimbursement for any travel expense incurred by an employee who failed to seek prior approval using the Travel Authorization Form
- Alcoholic drinks or beverages
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Expenses for district employees not on approved travel
- Expenses due to the traveler's failure to cancel a registration or travel arrangements
- Temporary dependent care costs that directly results from travel to conferences.
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement requests shall be required to reimburse the district for the fraudulent reimbursements and shall be subject to disciplinary action, up to and including termination of employment.
- Travel expenses incurred after an employee terminates employment with the district.