TRAVEL (Grant)
Oracle I-Expense

Oracle I-Expense is a self-service tool used for requesting advances and/or reimbursements for travel and local mileage. Guidelines vary depending on the funding source: grant funds for central staff employees. Each employee is responsible for entering their own I-Expense request by logging into Oracle Employee Self-Service, entering the request and attaching supporting documentation. I-Expense classes are provided by the Application Training and Support department and are available each month with registration through the Career Management System on the district's website.

Conference Travel

When staff travel to conferences, there are steps that need to be taken by both the Admin. Assistant and the traveler to ensure all district policies are followed. *If funding is Grants submit request for advance 30 days prior to travel date. Please see the following checklist*

- ➤ **Before making any arrangements: Protocol**
    - » Confirm with Admin. Assistant the vendor is set up in Oracle.
    - » Provides Admin. Assistant with:
        1. Travel Authorization Form
        2. *C*opy of registration form which will include: vendor name and address, conference Schedule/travel itinerary and overview.
        3. Approved Conference list with Out-of-State Conference denoted, (if applicable).
        4. Job-Related Travel Form
        5. Rental Car Justification Form
        6. Lodging Reservation
        7. Airfare Quote (through online calculator)

Be sure conference registration payment has been issued before you proceed with hotel and/or airfare reservation. You should not make any personal purchases without this confirmation. Please be aware that if you pay for registration you cannot be reimbursed until after you return from the conference.

Timeline

- ⚙ *You will be notified if your request was accepted within 2 business days after you submit your travel authorization form packet. At this time your request will be send for approval, please allow up to 5 business for this form to be sign by all Administrators*
- ⚙ *You will receive the purchase order number for your registration and the line code to be used, five business days after your request was approved.*

- ➤ **Advancements** Remember to enter advances well in advance of trip to insure timely payment.
    - » Please provide following information on *Oracle Step 1 **Purpose line*** "(DIP Section Key Action #, Action Step#) and Title I (or Title II, Title III-LEP, Title III-Immigrant, Title IV) –Fund 211 (or 255, 263, 26I, 28B) "workscope", training name and date of event.
    - » Don't forget to attach the travel authorization form, registration, approved conference list, job related travel form, rental car justification form (if traveling with a group), lodging and airfare reservation.

- ➤ **While Traveling**
    - » If the hotel is in Texas, the district does not pay State Tax. The traveler will need to provide the hotel with the *Texas Hotel Occupancy Tax Exemption Certificate* upon arrival.
    - » Dallas ISD DEE (Regulation) states that if an employee attends a conference and claims a per diem reimbursement for meals and incidental expenses, but meals were provided as part of the conference registration fee, then the portion of the per diem allowance that pertains to the provided meals is to be deducted from the per diem reimbursement.
    - » Retain all **ITEMIZED** receipts for **food/dining/transportation** purchases and **attach** receipts to **reimbursement expense report** as necessary. Request individual receipts, if possible, for all parties dining together
    - » Please *retain* proof of attendance such as **badge** or **certificate**, if applicable, and submit with reimbursement expense report

➢ **Reimbursement - Upon your Returned** Protocol
- Submit Travel Expense report within **10** business days of return
  - » Hotel receipt (showing cero balance)
  - » Airfare and all transportation receipts (ex. luggage fees, taxi, parking) as necessary
  - » Determine per diem www.GSA.gov and mileage *if applicable* (see attached official mileage chart)
  - » Name badge, agenda and/or certificate of attendance upon you returned from the trip
  - » Submit Exempt Attendance Report using code AABS (to your timekeeper)

Timeline
- *Your reimbursement should be reviewed by your approver within 2 business days after submission, please allow up to 10 business for this request to be process by DallasISD Accounts Payable Dept.*

➢ **FYIs**
  - » Sample of per diem rates can be found at www.GSA.gov
  - » First and last calendar day of travel you received only 75% of the total amount allowed for per diem.
  - » **Federal Guidance and/or District Policy does NOT allow reimbursement of** Transportation expenditures to entertainment/food locations
  - » **Gratuities** ("Tips") on purchases of any kind
  - » **Alcoholic** beverages
  - » Per diem awards to individuals who are not implementing activity of program (ex. Spouse)

➢ **Attached**
  1. Travel Authorization Form
  2. Texas Hotel Occupancy Tax Exemption Certificate
  3. Official Mileage Chart
  4. Job Related Travel Justification Form
  5. Rental Car Justification Form
  6. Exempt Attendance Report