TRAVEL REGULATIONS

The travel guidelines contained in this regulation have been developed and approved in order to:

1. Comply with IRS business expense regulations;
2. Comply with state law and TEA requirements; and
3. Establish a standard set of guidelines for all persons traveling on behalf of the District.

EXPENSE REIMBURSEMENT

The District will pay/reimburse its employees for reasonable expenses incurred in conjunction with authorized District activities at the rates outlined in this regulation. District employees are expected to endeavor to be economical and cost efficient in their travel plans. [See DEE]

Note: If an employee makes alternate travel arrangements for his/her own benefit, reimbursement will be for the lesser of actual costs incurred or the cost that would have been incurred if normal travel procedures had been followed.

PROHIBITED EXPENDITURES

The District cannot, by law, pay expenses of any nature for an employee's spouse, children, or other family member.

The Texas Attorney General has ruled that school districts cannot pay for an employee's personal expenses; therefore, the following types of expenses cannot be paid/reimbursed:

1. Golf tournament entry fees
2. Tours or other types of entertainment
3. Valet services, except when valet parking is the only option
4. Room service
5. Personal phone calls
6. Snacks or soft drinks not purchased as part of a meal
7. In-room movie rental charges
8. Massages
9. Alcoholic beverages
10. Tips or gratuities

EMPLOYEE ONLY PAYMENT METHODS

Advances normally will not be paid more than two weeks prior to the start of the travel. Meals and mileage will not be advanced for employee only travel.

Hotel and registration fees may be prepaid, but must be made payable to the hotel or the organization sponsoring the event. Supporting documentation such as hotel confirmations showing the estimated cost per night and conference registration forms are required. If hotel expenses are advanced, the original itemized hotel receipt must be returned to the Finance Department within 10 days upon return to the local campus.

Reimbursements may be requested for meals, mileage, hotel, registration, parking, taxi fares, and other authorized expenses. Itemized receipts are required for reimbursement of travel expenses. Each employee is responsible for requesting reimbursement of their own expenses, and will not be reimbursed for payment of expenses for other employees.

EMPLOYEE WITH STUDENT PAYMENT METHODS

Coach/Sponsor Travel with Student Groups - If team meals are paid using a P-Card, the coach must return itemized receipts for meals purchased. If team/club meals are advanced to a coach/sponsor, he/she must return either itemized meal receipts or a Tabulation of Money Distributed form. If a specific amount of cash was given to each student, a Tabulation of Meal Money Distributed form must be completed and signed by all individuals for whom money was requested. The signed form, along with any undistributed funds, must be returned to the Finance Department no later than 10 working days after the trip is completed.

DAY TRIPS, NON-OVERNIGHT TRAVEL

Non-Overnight meals will not be reimbursed in most cases because reimbursement would be considered income and would have to be reported on the employee's W-2 Form. The IRS has provided several specific exceptions which may apply to staff in executive positions.

Travel advances are NOT authorized for day trips, except when a staff member is accompanying a student team/group.

IN-STATE AND OUT-OF-STATE TRAVEL

The following will apply to all travel:

1. All in-state and out-of-state travel must be approved in advance by the campus principal or Central Office department head.

2. Air fare (at the lowest available coach fare) will be reimbursed with the original receipt. This requires prior approval by the campus principal, central office, department head, or Superintendent.

3. Mileage will be reimbursed for approved travel based on the Texas Comptroller of Public Accounts Travel Reimbursement Rates. Monthly Mileage Reports are required for all mileage reimbursements. Mileage within the district must be based on the District Mileage Chart. For all approved travel outside the district, mileage must be computed using Google Maps, Mapquest, or similar. Round-trip mileage must be calculated to/from PfISD home campus, and the route summary page scanned in and attached to a Payment Voucher in FOCUS as supporting documentation. Any additional business travel mileage required between locations upon reaching the destination may also be reimbursed, provided appropriate documentation for this additional mileage is attached to the Payment Voucher.

4. Lodging will be advanced/reimbursed, including local taxes, but not the Texas hotel occupancy tax of 6.0%. If using federal funds, this amount is limited to the GSA limits which can be found on the GSA.gov website. Any amount exceeding the GSA limit can be paid from other non-federal funding sources. If not using federal funds, lodging will be advanced/ reimbursed at actual cost (excluding the Texas hotel occupancy tax of 6%). A Texas Hotel Occupancy Tax Exemption Certificate should be completed and presented to the hotel/motel when checking in to avoid being charged the state tax (in-state only). (A copy of this form is available on the District Website under Finance Department, and can be reproduced as needed.)

5. Actual meal expenses will be reimbursed, subject to the GSA limits. Upon return, the traveler shall submit a Payment Voucher with a PfISD Meal Reimbursement Form and itemized meal receipts attached. Itemized receipts are required. Alcoholic beverages, tips and gratuities will not be reimbursed.

6. Registration fees will be paid directly to the vendor, in advance, using an approved PO or Payment Voucher with required documentation. Any amount specifically identified as a meal or

tour/sightseeing, and not directly related to the conference, must be subtracted from the fee. Registration fees paid out-of-pocket can be reimbursed with prior approval, registration confirmation, and proof of payment.

7. Parking and cab/Uber fares will be reimbursed. Original receipts or emails are required. Tips and gratuities will not be reimbursed.

8. Vehicles can be rented using approved vendors and a valid PO. Vehicles should only be rented when the cost of local transportation exceeds the cost of a daily vehicle rental. The District will not reimburse sales taxes, the collision waiver insurance charge, or personal medical insurance.

FUNDING

Funding for all staff travel must be provided through an approved budget account. Staff travel can only be paid with Student Activity Funds when accompanying an authorized student team/group.