



Midland Independent School District

**Travel Manual  
Fiscal Year 2024 - 2025**

Midland ISD  
PROCEDURES: TRAVEL GUIDELINES, RATES & STMP

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### Travel Guidelines Overview

#### School Board Policy DEE Local States

For guidance regarding employee expense reimbursement, including per diem reimbursement, and income tax issues, see the TEA Financial Accountability System Resource Guide, Section 1.7.4.7 Employee/Board Member Travel and Business Expenses.

For provisions related to reimbursement of expenses for transportation, lodging, subsistence, and related items incurred by employees related to a federally funded grant, see CBB(LEGAL) at Travel Costs.

Travel Services: An employee of a district who is engaged in official business may participate in the comptroller's contract for travel services. Gov't Code 2171.055(f)

#### CBB(LEGAL)

The Texas Education Agency (TEA) may enter into an agreement with a federal agency concerning a project related to education, including provision of school lunches and construction of school buildings. TEA, or another state agency designated by the governor, shall coordinate the actions of a district participating in a federal financial assistance program. Education Code 7.021(b), (c); Gov't Code 742.003

Travel Costs: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are traveling on official business of the district. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the district's non-federally funded activities and in accordance with the district's written travel reimbursement policies.

In the absence of an acceptable, written district policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 (Travel and Subsistence Expenses; Mileage Allowances), or by the administrator of general services, or by the president (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under federal awards [48 C.F.R. 31.205-46(a)]. 2 C.F.R. 200.474(a), (d)

**Note: Additional travel expenses incurred due to the fault of a traveler such as 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. Except for extenuating circumstances such as a family emergency. Flights changes must be approved by campus Principal or department Supervisor/Director**

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, except for the following:

- Tips for meals – shall be allowed ONLY with local funds (Fund 199), not to exceed 15% of the meal expense, and must stay within the per diem amount allotted for the meal.
- Excess lodging above the GSA schedule, as applicable only with local funds (Fund 199).
- **Federal funds cannot be used for meal per diem.**

#### 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.
- If any travel expenses fail to meet the accountable plan guidelines, the payment to (or on behalf of) the traveler shall be taxed through the normal payroll cycle.

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### Federal Guidelines (EDGAR)

- All travel expenses paid with federal grant funds (typically funds 2XX) shall meet the EDGAR requirements (200.474) such as 1) all travel costs must be reasonable and necessary; 2) all travel costs must be consistent with the district's travel policy; 3) all travel costs must be directly related to the grant award, and 4) all travel costs must meet the obligation of expenses rules.
- In addition, all federally-funded travel expenses must meet the TEA's Current Travel & Mileage Reimbursement Rates (as published in the most recent TEA Correspondence).
- A local fund must be included with your travel request for amounts not covered per federal guidelines.

### State Guidelines (TEA)

- All mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts apply to all grants (federal and state, typically funds 2XX, 3XX and 4XX) funded by TEA for individuals on travel status. Refer to GSA rates for the current fiscal year at: <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>
- All travel expenses paid with federal and state grant funds shall meet the allowable travel expenses as specified in the TexTravel Guidelines at: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/>, subject to limits imposed by District travel guidelines.

### Local District Guidelines

The local District guidelines shall apply to all travel expenses regardless of the funding source for in-state and out-of-state travel. All anticipated travel costs shall be submitted on a Travel Approval Form, approved by the immediate supervisor and/or budget manager. Out-of-state travel shall be approved by the Superintendent or designee. Out-of-country travel requires approval by the District Superintendent and the Board of Trustees. All anticipated travel costs shall be encumbered to the appropriate budget account code(s) before any travel-related costs are incurred by the district or traveler.

In accordance with the State Comptroller's Guidelines, the district acknowledges that discount or reward programs, such as flights, hotels, 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.

### Travel Rates

The mileage and lodging rates are published by the comptroller and apply to all travel reimbursement rates. The link below to the Domestic Maximum Per Diem Rates should be used to determine the appropriate rates for in-state and out-of-state travel.

### District Allowable Travel Expenses:

#### Meals

- Meal Per Diem Rates for adult professional travel will follow the [GSA Federal Rate](#) for the respective destination.
- Link to GSA Federal Rate: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- To be eligible for the GSA per diem amounts on the first and last day of travel;
  - Breakfast – trip commences before 6:00 AM
  - Lunch – trip commences before 11:00 AM
  - Dinner – trip ends after 6:00 PM
- Itemized receipts are not required for meal per diem/reimbursements
- Meals cannot be paid with Federal Funds
- Meal Per Diem Rates for Students/Coaches/Sponsors/Bus Drivers/Chaperones:
  - Breakfast - \$10.00
  - Lunch - \$12.00
  - Dinner - \$16.00

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- Meal per diem will **not** be provided if breakfast, lunch or dinner is provided by either the hotel or the conference that is being attended. For example, if the hotel provides free breakfast, then only lunch and dinner per diem will be provided or if the conference/event provides lunch then only dinner per diem will be provided.

### Student Meals

- Attach a list of students to support the number of meals requested for co-curricular or extra-curricular events, if applicable. Refer to the district reimbursement rates for in-state and out-of-state travel for students. A detailed receipt for the student meals must be submitted with the [Student Travel Request Form \(PUR-002\)](#).
- The MISD per diem will not exceed the maximum per meal allowance.
- The sponsor **must** attach all ORIGINAL ITEMIZED RECEIPTS for group meals and sponsor meals. The Cash Disbursement Form is considered a receipt when a student signs for the amount received.
- Sponsors are encouraged to have group meals and to pay for the group meal. The documentation for these meals must include what was purchased, where, when, and for how many students/sponsors.
- Cash given to students for meals must be documented by the individual student's signature in their own handwriting, date of receipt, amount received, and the meal designation (i.e., breakfast, lunch, or dinner) on the Cash Disbursement form provided. It is not acceptable for one (1) student or sponsor to write in all the names.
- Group meal receipts, along with the Cash Disbursement form receipt, may not exceed the student per diem for the trip.
- The MISD payment to the sponsor for student meals may not exceed the MISD per meal allowance unless pre-approved by the school's Principal or designee.
- The meal allowance guidelines will be strictly adhered to unless prior approval is received from the Principal or designee.
- MISD does not pay Texas State tax. Tax-exempt forms are supplied in the packet with the payment method. Coach/Midland ISD staff or sponsor should present a tax exemption form to the restaurant for removal of sales tax. If the establishment does not honor the exemption, then document on the receipt.
- Meal tips shall be allowed only with local funds, not to exceed 15% of the meal. Tips are not allowed with Federal funds.

### Sponsor Meals

- A check will be issued to the sponsor for all student meals per diem. All of the required documentation shall be submitted to the business office in accordance with the business office deadlines.
- The MISD payment to the sponsor may not exceed the MISD meal allowance fee unless pre-approved by the school's principal.
- ITEMIZED, ORIGINAL receipts are required as attachments to the trip Expense Report.
- The meal allowance guidelines will be strictly adhered to unless prior approval is received from the principal or designee.
- Tips are included into this meal allowance and will not be reimbursed as an additional expense to the per diem allowance.
- If the sponsor's meal(s) is included in the group meal receipt, the meal allowances for that meal(s) must be subtracted from the daily per diem.

### Lodging

- Lodging costs shall be allowable for travel events that require an overnight stay away from the traveler's home (typically, Midland). No lodging shall be allowable in the traveler's home city at a commercial lodging establishment.
- 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 shall not be deemed necessary or allowable travel costs.

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- 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.
- The federal per diem rates for lodging shall be used to determine the maximum amount that may be charged to a state or federal grant. The maximum lodging rate, for state and federal grants, shall be for the city of travel and the month of travel based on the GSA website. A copy of the lodging rates for the date(s) of travel shall be attached to the Travel Approval Form for audit purposes.
- Travel reservations (lodging, vehicle rental, flights and conference registration) shall be made by the person(s) attending the conference or by the administrative assistant for that campus or department. The person(s) will have several options in how to make their travel arrangements:

Option #1-Employee will make all travel reservations using their own personal credit card and would pay all expenses with their own personal credit card. The employee would then receive travel advance funds, **prior to leaving for the conference**, for the already paid expenses and expected expenses. When booking a flight the employee must still use the MISD SWABIZ account. Employee can contact Purchasing for the ID#. **A requisition will need to be issued to the employee for their trip prior to their trip.**

Option #2-Employee will make all travel reservations using their own personal credit card and would pay all expenses with their own personal credit card. The employee would **NOT** receive travel advance funds, prior to leaving for the conference, for the already paid expenses and expected expenses. Upon returning from the trip the employee would submit a travel reimbursement for all incurred expenses with the appropriate invoices/receipts. When booking a flight, the employee must still use the MISD SWABIZ account. **A check request will need to be issued to the employee after they return from their trip.**

Option #3-Employee will make all travel reservations using their own personal credit card **but** would then request funds to be placed on a Wells Fargo P-card in order to pay for the hotel, rental car, etc. The booking of the flight, if employee is flying, would be done by the Purchasing Department since payment is required in order to book flight. The employee would then receive travel advance for the expenses that cannot be paid by a P-card such as meals or mileage. **A requisition will need to be issued to Well Fargo for the employee prior to leaving for their trip.**

**Employees are not to make travel arrangements for other employees using their own personal credit card. Each employee traveling must make their own arrangements.**

**Travel that includes students will stay the same and all travel arrangements will be made by the purchasing department.**

- All travel reservations should be submitted a minimum of 30 days prior to the event start date. Add more time if your travel involves a conference.
- Hotel and travel websites such as Hotels.Com, Expedia, Travelocity, etc. shall not be used.
- 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 may, at his/her request, choose to return to their home city each day of a multiple-day travel event if the distance from their home city to the event city is less than 100 miles each way. The traveler may receive mileage reimbursement for each trip in lieu of the lodging costs.
- The traveler shall present a Hotel Occupancy Tax Exemption Certificate to a Texas hotel that will be included in your trip documents from the calendar invite. If the traveler fails to present the certificate, the traveler shall reimburse the district for the unallowable tax expense. The Hotel Occupancy Certificate can be found on the

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district's Business Webpage and the State Comptroller's Website. The hotel occupancy tax exemption does not apply to out-of-state travel.

- The traveler shall present a Sales Tax Exemption Certificate to a Texas hotel for hotel parking costs, if applicable. If the traveler fails to present the certificate, the traveler shall reimburse the district for the unallowable tax expense. 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.
- When at least two (2) travelers (district employees) are traveling to the same event, they may share the lodging and each receives the maximum lodging rate on the GSA schedule. Each traveler shall vouch for their portion of the lodging costs. District employees shall not be required to share a room with another employee, but may be encouraged to share a room to minimize the lodging costs.
- When a traveler shares lodging with a non-district employee or district employee not in travel status, the maximum lodging costs shall be the appropriate GSA schedule rate for single occupancy.
- Lodging costs such as laundry services, movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds.
- Lodging tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds.
- A detailed lodging receipt must be submitted by the traveler within 10 days after the travel event. If the amount is more than the original approval those receipts must be signed by the supervisor.

### Student Room & Sponsor Lodging

- Student room and sponsor lodging allowance are based on GSA.gov rates.
- The MISD payment for rooms/lodging plus local taxes, will not exceed the MISD per day without responsibility to present the lodging provider with the Texas Hotel Occupancy Tax Exemption Certificate.
- The sponsor must attach the ORIGINAL, ITEMIZED RECEIPT/INVOICE which shows the room charges, tax charges, any miscellaneous costs, and the date(s) of service to the Trip Expense Report.
- Lodging should not be considered for trips of less than 100 miles.

\*NOTE: If traveling on an MISD bus, be sure to include the bus driver in your room count when making reservations and requesting an allowance. Add the request for the bus driver's room to the Request for an Advance for Student Travel form. The room allowance for the bus driver will be the same as the sponsor's allowance.

### Flights

- Flight costs shall be allowable for travel events that require travel away from the traveler's home (typically, Midland).
- 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.
- Coach accommodations on commercial airlines must be used for all travel. It is encouraged to plan business travel at least 30 days in advance to take advantage of reduced airfares.
- Travelers should travel to their destination location by the most economical means, i.e., either flight or mileage; however, travelers may opt to travel to their event destination via district/personal vehicle in lieu of flying to the event for medical or personal comfort reasons. If the traveler opts to travel to an out-of-state destination, the costs/reimbursement for transportation shall be limited to the lesser of the mileage or estimated flight cost.
- Flights should be purchased by the Purchasing Department for the most economical route and schedule to meet the travel plans. Travelers shall submit their travel preferences to their respective supervisor for approval – the campus or department shall forward the preferences to the Purchasing Department.
- **Flights** shall be purchased through Southwest Airlines (SWABIZ) using the group or government rate plan. Contact the purchasing office for instructions to connect to our SWABIZ group. Flights may be purchased from other airlines due to unavailability. Contact the Purchasing Office for additional assistance with flights.



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- Travelers on a SWA flight are allowed to check up to two (2) bags, limited to no more than 50 pounds each at no additional charge. Luggage charges for a third (3<sup>rd</sup>) bag shall not be allowable with district funds unless prior approval is received. For other airlines, please contact them for their baggage guidelines.
- 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 or rideshare (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 and/or reimbursed 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.

### Mileage

- Mileage reimbursements shall be allowable for travel events.
- Travelers should use a district-owned vehicle as the preferred method of transportation. A request for an MISD vehicle shall be submitted through Transportation at this link <http://misdtom/webtrips/>. The driver shall be listed on the Authorized Drivers of District-Owned Vehicles. If a district-owned vehicle is not available for the travel event, the traveler shall be authorized to use their personal vehicle or request a flight, as appropriate.
- Travelers who opt to drive their personal vehicle instead of a district-owned vehicle shall be reimbursed at the current mileage rate established by the Texas Comptroller. The current rate is available on the Texas Comptroller and the TEA website.
- When employees from the same agency travel on the same dates with the same itinerary, they must coordinate travel. 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. **Texas Government Code Section 660.044**
- Travelers shall be required to submit fuel receipts, if any, for travel in a district-owned vehicle. Travelers shall not be required to submit any fuel receipts for travel in a personal vehicle, or if fuel reimbursement has been approved prior to travel using the employee's personal vehicle in lieu of mileage.
- Either a Google Map printout with the mileage from the district central office [615 W. Missouri Ave, Midland TX 79701] to the point of destination, or the [MISD Mileage Reimbursement Guide](#) shall be printed and attached to the Travel Authorization form.
- 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.
- The district may require that you explain your mileage if the total mileage (travel and miles driven in the city you are visiting) is over a reasonable amount. **Mileage cannot exceed the cost of airfare.**
- The Midland ISD district credit cards cannot be used to purchase fuel for personal vehicles because this is covered in the mileage reimbursement.

### Rental Car

- We are able to rent from [State Travel Management Program](#)(STMP). Please refer to these rental car agencies and their partners.
- Rental car costs shall be allowable for travel events that require travel away from the traveler's home (typically, Midland) via a flight if use of the rental car is the most economical mode of transportation.
- Rental car costs shall not be allowable if the traveler can reach the travel destination via taxi, ride share or shuttle at a lower cost.
- Rental car costs shall include all applicable taxes and mandatory charges. Costs may also include a charge for a collision damage waiver or a loss damage waiver if not already included in the contracted rate for the rental. [Note: The district auto insurance policy includes liability coverage for hired autos such as rental cars up to the policy limits.] Luxury-class vehicles may not be rented.
- Charges for liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance are not allowable costs.

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- A fuel card shall be issued to the traveler for the approved, estimated fuel expense as reflected on the Travel Authorization form.
- Travelers shall not pay the rental car 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 receive prior approval and ensure that only district-authorized travel costs are paid with the district credit card.
- Travelers shall be required to submit fuel receipts for travel in a rental car.
- Detailed rental car and fuel receipts must be submitted by the traveler with the Travel Approval Form within 10 days after the travel event. The fuel receipts must include the rental agency agreement or the Midland ISD transportation form if a district vehicle is used.
- The district will not make any reservations for personal travel. Any extension of the business trip will be the traveler's responsibility for all costs.
- **Re-Fueling Provisions**  
Rental vehicles are provided to travelers with a full tank of gas. **Note to Traveler: 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. Return the vehicle with the same level of fuel in it.**

### Parking Charges

- Parking charges shall be allowable for all travel events within Midland County, in-state and out-of-state, as appropriate, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on 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.
- Valet parking is allowed if self-parking is not available.
- Airport parking will be reimbursed at a cost not to exceed the airport's published most economical long-term daily parking rate.
- Parking receipts must be submitted by the traveler with the Travel Approval Form within 7 days after the travel event.
- Use district issued travel credit card to pay for parking if they accept credit card payments. Itemized receipts must be submitted with expense report.

### Toll Charges

- District or rental vehicles -Toll charges shall be allowable for all MISD school-related business travel.
- Personal vehicles - Toll receipts or charge notification must be submitted by the traveler with the Travel Approval Form within 7 days for MISD school-related travel.

### Taxi, Shuttle, Rideshare (Uber, Lyft, etc.)

- Taxi, rideshare, and shuttle costs shall be allowable for all in-state and out-of-state district-approved travel events.
- Taxi, rideshare, and shuttle tips may be paid at the traveler's discretion, not to exceed 10% with local district funds. **This does not apply to federal funds.**
- Receipts for a taxi, rideshare, or shuttle shall be required to the extent that a receipt is presented to the traveler. Travelers must request a receipt.

### 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-

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case basis if the event fee is reasonable and the traveler would derive a work-related benefit from attending the event. Fee-based optional events such as socials, excursions, tours, or other purely entertainment events are not allowable costs.

- The authorized travel expenses shall be supported by the registration form and Schedule of Events. The documentation shall include the start and end dates of the event, event location, and registration fee.
- A copy of the registration form, schedule of events, and payment provision shall be submitted with the Travel Approval Form.
- A requisition shall be submitted and approved if the district is only paying for the registration fee and no other travel costs are required.

### **District Non-Allowable Travel Expenses:**

- 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 due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances)
- Temporary dependent care costs above and beyond regular dependent care 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 by an employee who subsequently resigns (over the summer or other break), unless there are extenuating circumstances.
- Personal travel expenses
- All travel without prior approval by a district administrator, superintendent or their designee.

### **The State Travel Management Program (STMP)**

The State Travel Management Program (STMP) through the Comptroller's office ensures that state agencies use taxpayer dollars more efficiently by helping them manage their travel expenditures by providing discounted travel services through vendor contracts and monitoring state travel activity.

As a TPASS Co-Op member, the district shall utilize the STMP travel contracts, as appropriate

### **Insurance**

When renting a vehicle from Enterprise, the daily rate includes both LDW, Liability coverage, and Roadside Assistance.

**LDW** (Loss/Damage Waiver or comprehensive), which covers all damage to the rental vehicle if it was rented under the state contract; and

**Liability**, which covers persons and property outside the rental vehicle. The amount of this extended liability insurance is \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence; and \$100,000 property damage per occurrence.

**Roadside Assistance** is covered for district employees that rent a car for business use.

**Note:** If you rent a vehicle from a contract rental car vendor using a rate other than the State of Texas Contract Rate (e.g., a promotional rate), the insurance may not be included. You **MUST** request the State of Texas Contract Rate and provide the proper rate identifier code in order to receive the insurance coverage and the services provided in the state's contract.

### **Travel Reimbursement**

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- It is the responsibility of the employee to ensure their Travel Approval Form, and required attachments, are submitted to their Supervisor 7 days prior to your trip if you want the funds before your departure date or you may submit for reimbursement upon your return. You must submit your travel reimbursement within **10** days of returning from your trip. Holding trip reimbursements longer than **10** business days after you return may result in a delay in your reimbursement or may result in non-reimbursement, particularly if the trip is being paid with federal funds.
- Principals, DSC Employees, and Directors will submit through Skyward, and all other employees must fill out the Travel Approval Form.
- Required forms for reimbursement:
  - Travel Approval Form
  - DocuSign for Travel
  - Original itemized receipts, excluding meals per diem and mileage, taped to a blank sheet of paper, with no highlighter ink.
  - Proof of conference attendance (Itinerary, name badge, etc.)
- Payment will be made within 7-10 business days from the time the Travel Approval Form is submitted and approved.
- Any errors or missing information may result in a delay or non-reimbursement.
- Reimbursement will be made through check, or direct deposit.
- Due to IRS regulations, for trips that are taken in one day whether under or over 100 miles, lunch is the only meal that will be reimbursed regardless of the time of departure or return. \*\* Trips to Odessa, Monahan's, etc., that are all-day (i.e., at least 8a - 4p) in duration will be reimbursed for the lunch meal only.

### Student Travel Request Procedures

- It is the responsibility of the sponsor to fill out the Student Travel Request Form and have the campus Principal or Director sign off for approval.
- For check advances, the Student Travel Request Form needs to be emailed to [travel@midlandisd.net](mailto:travel@midlandisd.net) **two weeks prior to travel**. Once approved, Accounts Payable will schedule a time for the sponsor to pick up the check and Student Travel Expense Report packet.
- For credit card usage; The following departments have credit cards, therefore check advance is only available on a case-by-case basis: Fine Arts, Athletics, Agriculture, and District Administrators. All requests for credit card usage must be submitted through a requisition with the Student Travel Request Form attached **two weeks prior to travel**. Once the requisition is approved, the funds will become available on the credit card that is assigned to the department.
- Upon trip completion, the Student Travel Expense Report packet, all original receipts, and any extra cash must be turned in to the business office within **3 business days of trip completion**.

### Forms and Links

**Professional Travel Form**

[Mileage Reimbursement Guide-](#)

[MISD Transportation Request Link-](#)

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[GSA Travel Rates-](#)

[Texas Travel Guidelines-](#)