



Travel Procedures

Title I, Title II, Title III, Title IV, and State Compensatory Funds

Preparation: (Prior to travel being taken)

- ✚ If you are traveling out of state, ensure you have received approval from TEA and Federal and State Programs to attend the conference
- ✚ Complete the travel advance form provided by Purchasing
- ✚ Obtain copy of training/conference registration and attach to the travel advance documentation.
- ✚ Verify that funds exist in your campus budget. Please ensure when submitting requisition that you are using 6411 for travel and for registration fees.
- ✚ If you need training to complete travel requests and travel settlements, please reach out to Federal and State or the Finance Department.
- ✚ For 25-26, the allowed travel amount per campus using Federal or State funds are set to \$5,000/ campus.

The following steps must be done prior to obtaining the Federal and State Director's signature for use of federal dollars:

- **Airfare/Mileage**- We ask staff to take the cheapest route of travel; however, some staff do not fly and will need to drive and others may not have a car and will need to fly. If flying, search for the most economical airline. Please attach a copy of the airfare quote. If driving, attach a copy roundtrip on Google Maps calculating the mileage. The mileage rate can change at any given time. Check the GSA for the current mileage rate.
- **Hotel**- Federal dollars will pay the per diem amount stated on the GSA website. Please attach a copy of the per diem for the hotel stay where you are staying. If the hotel per day is more than the GSA website amount. The overage must come out of local money. Please ensure taxes are paid out of local funds. If you are sharing a room, the per diem may only go to one person.

- **Meals**- Local funds only- Federal dollars may not be used for meal money
- **Rental car**- The cheapest mode of transportation. If you would like to use federal dollars to rent a car, you must provide our office with the justification of why it is the cheapest mode of transportation. Please include quotes of how much a taxi would cost for the entire trip (to/from the conference site and hotel, airport to/from hotel only.) Taxi rides for meals are not chargeable to grant funds.

Travel Settlement- after the trip

- Attach receipts for all transportation. Please ensure you are turning in original receipt for taxi or any other use of transportation. No other form of documentation will be accepted.
- Attach the itemized hotel receipt in the name of the traveler. (Texas state taxes will not be reimbursed from federal/state awards.)
- Attach conference certificate or proof that travel was taken where federal money was used.
- Attach parking receipts, if any.
- Attach rental car receipt, if any (Please do not submit the contract receipt, it must be the final receipt). Please attach fuel receipts for the car rental.
- Ensure that the teacher and administrator have signed the travel settlement before submitting all forms to the Federal and State offices. If money is to be returned to ECISD, please be sure it is attached.
- Complete & submit a Travel Settlement form within 10 days of the trip.
- **If the travel settlement is not filled out correctly, the admin asst must attend a training to correct the mistakes.**

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