

SANTA ROSA INDEPENDENT SCHOOL DISTRICT

EMPLOYEE TRAVEL PROCEDURES

1. Employees must submit an Overnight Travel Request form and have it approved by the Campus Principal/Department Director, Chief Financial Officer, and Superintendent.
2. Once travel has been approved the following checklist must be completed:
 - I. **REGISTRATION**- the employee will submit registration (if applicable) to the organization conducting the meeting, conference, workshop, clinic, etc. If a registration fee is required, the employee must provide a copy of the registration showing fees to their campus/department secretary so that a requisition is submitted to pay for registration fees.
 - II. **HOTEL REGISTRATION**- if a hotel reservation is needed, the employee will coordinate with the campus/department secretary to submit a hotel reservation. It is the employee's responsibility to make their hotel reservation and following up with the campus secretary to process a requisition.
 - i. Lodging Rates are determined per Texas State Comptroller's website: (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
 - ii. No single employee rooms will be allowed unless:
 - There is only one employee of the gender on the travel: or
 - There is an odd number of employees of the gender on the travel (ex. 3 male employees=2 rooms)
3. **TRANSPORTATION**- if a vehicle is needed for the travel, the employee will:
 - i. **1st Option**- Contact Transportation Department for the district vehicle availability (this includes school buses). Submit online vehicle/bus request form.
 - ii. **2nd Option**- if district vehicles are not available employees must submit a car rental quote to the campus secretary. It is the employee's responsibility to follow up with the campus secretary to ensure a purchase order for the vehicle rental was made.
 - iii. **3rd Option**- If district vehicle is not available and no car rental is available, employee may use personal vehicle for travel. Employees may submit reimbursement for mileage.
 - The employee will submit their mileage reimbursement to the campus secretary with all the proper documentation.
 - Office Forms-Reimbursement Form
 - iv. **Fuel Cards:**

Employee is required to calculate mileage using an electronic mapping source and attach driving direction provided by the site. (MapQuest or Google Maps)

- Fuel cards will only be issued if using district vehicle or rental vehicle.
- Fuel cards may be requested at the Business Office 1 day before travel or on the same day of travel. A purchase order has to be approved before the fuel card is released. Employee must present a copy of the PO to the AP clerk to release the fuel card.
- Fuel cards must be returned to the Business Office immediately upon return from travel.
- If an employee returns during the weekend, fuel cards must be returned to the Business Office the following Monday.
- ALL the fuel receipts must be submitted to the campus secretary.

v. Parking and Toll Fees.

- Parking fees are not advanced prior to travel.
- Valet parking is not allowed and will not be reimbursed
- Parking fees will be reimbursed only with original ticket submitted and only if it is for the office business of the meeting, conference, workshop, clinic, etc.
- Tolls are not allowed and will be charged to employees if the Business Office receives tickets for the tolls used.

vi. PER DIEM REQUESTS PROCESS:

- Approval: Once travel is approved, employees must submit their per diem request to the campus secretary.
- Per diem rates are determined per Texas State Comptroller's website: (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- Check processing: Accounts Payable (A/P) checks are processed every Thursday and will be available for pick-up starting at 10:00 AM on Friday or the day checks are processed.

Guidelines:

- i. **Eligibility:** All employees will be receiving a travel per diem according to the rates determined per the Texas State Comptroller's website.
- ii. **Submission Timing:** Employees must submit their per diem **prior** to their trip. Employee must submit per diem three weeks in advance.
- iii. **Documentation:** Per diem request must include:
 - An approved Overnight Travel Request Form (Refer to item #1 above for individual details) and requisition form.
 - The conference agenda.
 - GSA Rates

- iv. **Processing Time:** Allow two weeks for approval and processing once your per diem request is submitted. Checks will be available for pick up after 10:00 AM on Friday morning.

Status Tracking: Employees can check the approval status of their per diem check with their campus secretary. Employees can pick up their per diem check with the AP clerk.

1. Employees will be charged any expenses that the district incurs from their failure to attend any meetings, conferences, workshops, clinics, etc.

2. When returning from travel, employee is required to submit original receipts to the campus secretary:

- V. Registration receipts (if additional fees incurred)
- VI. Final Hotel receipts
- VII. Car rental invoice (if applicable)
- VIII. Fuel receipts
- IX. Meal Settlement Form

Santa Rosa Independent School District

Student Travel Per Diem Schedule

Student meal rates			
Meal type	Local	Area/Regional	State
Breakfast	\$8.00	\$10.00	\$10.00
Lunch	\$10.00	\$12.00	\$12.00
Dinner	\$10.00	\$15.00	\$15.00
Full Day	\$28.00	\$37.00	\$37.00

Departing & Returning Times for Eligible Travel Per Diem		
Meal Type	Departing Before	Returning After
Breakfast	7:00 AM	7:00 AM
Lunch	11:00 AM	2:00 PM
Dinner	4:00 PM	6:00 PM