KELLER ISD	Key Strategic Priority: 5
ADMINISTRATIVE REGULATION	Finance
TRAVEL GUIDELINES-Adult	CH (LOCAL) (R6) CH (LEGAL) (R6)

Before any travel expenses are incurred, the employee's supervisor MUST give written approval via the KISD Travel/Professional Development Request Form, with a copy of the itinerary/agenda attached. Additionally, reimbursements for airfare, hotel and rental cars require prior approval from the Director of Purchasing in accordance with CH(Local)

The district will not fund non-employee or non-school board member travel without a district employee present during travel unless legally required

Cabinet member approval is required when a non-district employee travels with a district employee or committee on a Keller ISD approved event and District Funds are used

Airline Reservations

- Keller ISD Employee will request flight preferences through the District Approved Travel Agency.
- On the purchase order, please include the name of traveler, date of travel, name of conference, purpose of conference and conference location.
- Remember the following budget Codes:
    - Airfare 6411.00 (Teachers/Adults)
    - Airfare 6411.66 (Teacher/Adult Out of State)
- After the purchase order is approved by Purchasing, the Purchase Order number is then e-mailed to the Travel Agent by the Purchasing Department. THEN the reservation is confirmed. The Travel Agent will e-mail you the itinerary.

Hotel Reservations

- Hotel stays will only be approved for travel outside of the Dallas Fort Worth Metroplex.
- Hotel stays within the Metroplex require cabinet member approval.
- Purchasing will provide the hotel with the district credit card authorization and tax exemption information; therefore, the district credit card will be charged and not the traveler's personal credit card.
    - The district is exempt from state hotel occupancy tax and should not be charged for state tax while staying at hotels located within the State of Texas.
    - Per TEA Guidelines, if Federal Funds are to be used to pay for any hotel charges, the price per person per room cannot exceed the GSA daily rate based on city travelled to per day excluding city taxes. If room rates exceed this rate, then local funds can be utilized to cover any charges over the GSA approved amount.

HOTEL CANCELLATION POLICY: Some hotels charge a cancellation fee. If you do not use your reservation and do not cancel the reservation within the hotel's cancellation deadline, you will be charged a cancellation fee in accordance with the lodging establishment's policy. Without proper approval you may be personally responsible for cancellation charges. Ask the hotel for the cancellation deadline when making the reservation. At some establishments, this is the equivalent of a one night's stay.**

- Remember the following budget Codes:
  - Hotel 6411.00 (Teachers/Adults)
  - Hotel 6411.66 (Teachers/Adults Out of State)

Immediately upon return from your trip, you MUST submit your hotel (room folio) with the pink receiving copy of your Purchase Order signed by your supervisor and airline receipts to the Purchasing Department within 5 business days after travel is complete.

Car Rental Reservations

- District White Fleet is the preferred (primary) method of rental transportation
  - White fleet cannot be used when paid with Federal Funds
- Outside State of Texas approved rental agencies should only be used when district white fleet is not available
- For car rentals, the purchase order needs to be directly made out to the approved rental car agency using budget code 6269.00. To schedule car rental reservations,contact the state approved rental agency via phone or website. Be sure to include the reservation number on the purchase order underNotes. When renting outside of the DFW area, bring your purchase order or have the purchase order number with you at the rental counter.

Out of State Travel

- Prior to any out of state travel arrangements being made approval must be obtained from a Cabinet level supervisor. A cabinet member must sign the professional development form along with the approval signature of the traveler's supervisor. A cabinet member cannot approve their own travel.
  - Cabinet Members
    - Superintendent
    - Chief Financial Officer
    - Chief of Schools
    - Chief Technology Officer
    - Assistant Superintendent of H/R
    - Executive Director of Communications
    - Executive Director of Facilities
    - General Counsel
- If funds other than campus funds are used for travel, prior approval must be obtained from all cabinet members affected by the expenditure of funds.