

Guidelines for Traveling at District Expense

All forms must be submitted at least two weeks prior to trip

* Submit a **Travel Authorization Form** for approval. You can find this on the BISD website under Departments-Business Office – Business Forms. (Employee will receive confirmation of approval via email)

*Conference registration, hotel & meal requests are included in this form. If your conference fee requires a purchase order, please also do a requisition for the registration fee and notate it on your travel authorization form.

*Reserve hotel room directly through the hotel – No 3rd party booking sites

*If your hotel requires an advance deposit, make sure you are fully approved to attend and turn in a receipt for the charge. When traveling without students, the district's preference is for you to pay personally, and request reimbursement.

***New policy – Mileage reimbursement will be capped at 435 miles round trip.**

*Submit an **Online Transportation Request**

*When using school vehicle, obtain gas credit card before departure

*Ready for departure?

*Check out a Visa card for your hotel stay at the business office if needed, and pick up required tax exempt forms. You may also pay on your own and be reimbursed with valid receipt. If you are NOT traveling with students, you will purchase your own meals and be reimbursed per diem meal rates – No need to save your meal receipts. If taking students, please contact the business office to discuss meal purchase options.

*When checking in to your hotel, make sure you provide them with a hotel tax exemption certificate to remove state tax, and a sales tax exemption to remove sales tax on parking costs. **Upon checkout, double check that both of these taxes were not charged.** If they were, request a refund and new receipt **before** leaving.

*Submit a **Travel Reimbursement Form** with required documentation within **seven** days of return. This form is a summary of your trip, and should include **all** expenses. Please attach the following to your form:

*Conference/Workshop Agenda/Certificate of Completion

*Hotel Receipt

*Gas credit card receipt

***Mapquest** printout from “city center to city center” if requesting reimbursement for personal vehicle use. An example would be Bullard, TX to Frisco, TX”. You may only request reimbursement for up to 435 miles round trip for personal vehicle use.

*Meal allowances have been updated based on the time. Please see the BISD Policy Manual for details.

*See the [BISD Policy Manual](#) for all travel policies.