FEDERAL & LOCAL TRAVEL

GUIDELINES & PROCEDURES

Updated: February 2026

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Introduction

This manual sets forth the policies and procedures used by Clint Independent School District (the "District") to administer local, state and federal funds for the purpose of District approved travel. The manual contains the internal controls and grant management standards used by the District to ensure that all funds are lawfully expended. It describes District's procedures, policies, management protocols, and procedures for determining the allowability of expenditures and includes procedures pursuant to requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards, and Education Department General Administrative Regulations (EDGAR), with regard to travel. New employees of the District as well as incumbent employees, are expected to review this manual to gain familiarity and understanding of the District's rules, practices and procedures.

Although this manual is not all-inclusive and cannot address all situations, it does provide general information to assist with standard financial operations and grants management. The processes herein have been developed on the premise that travelers will use good judgment and prudence in the expenditure of District funds at all times. The District has centralized travel arrangement services and procedures. All District personnel with financial duties and program-specific fiscal duties are responsible for the contents. Please contact the Business Services Department with any questions or if assistance is needed. Contact information, legal policies, local policies, and District forms are available on the District's web-site.

Waste, Fraud, and Abuse

To ensure the public receives the most value, the District strives to ensure its administrative management of public, state and federal funds is as effective and efficient as possible, with a high standard of accountability to prevent waste, fraud, and abuse.

All trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's financial resources.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its trustees, employees, vendors, contractors, consultants, volunteers and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety includes, but is not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the District;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other District assets, including employee time;

- Impropriety in the handling of money or reporting of District financial transactions;
- Profiteering as a result of insider knowledge of District information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the District;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District;
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
- Failure to provide financial records required by state and local entities;
- Failure to disclose conflicts of interest as required by policy; and
- Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

The District has provided a fraud/abuse hotline at 915-926-4160 or web form at https://www.clintweb.net/domain/62 as reporting options. The hotline and web form are not intended for grievances or other personal issues. Reporting must be made in good faith. Employees who knowingly make false allegations shall be subject to administrative action as described in CAA (Local Policy) and CAA (Regulation).

Federal Grant Policies & Procedures Manual

This document, Federal and Local Guidelines and Procedures, has been developed to coincide with the Federal Grant Policies & Procedures Manual. Staff should also review the Field Trip Guidelines and Procedures located on the District web-site.

Travel Guidelines and Procedures

General Information

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District and must follow DEE legal, local and regulation. Federal rules allow such costs to 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 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. All travel expenses shall comply with local, state and federal guidelines. The District shall apply the same travel guidelines and rates for all travel expenses regardless of funding sources, except for tips, lodging and excess lodging costs. Excess lodging costs, above the U.S. General Services Administration (the "GSA") schedule, may be paid with local funds only, but the District encourages all federally funded trips to be paid with federal funds. 2 CFR §200.474(a). Tips shall only be allowed with local funding. Travel paid with local funds does not require the GSA schedule, but it may be used. Additional information can be found in the sections below.

An employee shall be provided or reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor and an approved purchase order. The District has centralized travel arrangement services and procedures. All travel arrangements will be processed or booked by the District Travel Clerk, with the exception of those for the Board of Trustees or the Superintendent. Travel arrangements for the Board of Trustees and the Superintendent will be the same as all others, but may be reserved or booked by the Executive Assistant, the District Travel Clerk or jointly. Reimbursement for authorized travel shall be in accordance with legal requirements. Requests should be made as soon as possible, in a timely manner and 30 days prior to the date of travel to assist with obtaining the most cost effective arrangements. It is the responsibility of each employee and immediate supervisor to ensure the District goal to operate efficiently is aided by complying with travel guidelines and procedures. Additionally, arrangements should be scheduled to minimize loss of work time. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized and approved.

Federal funds may require additional review. The travel costs must be reasonable and necessary to achieve the goals and objectives of the grant. To determine whether travel is reasonable and necessary, the district will review the request during the purchase order process. It will be reviewed, at a minimum, by the supervisor of the employee, the Director of the Federal Program, the Assistant Instructional Services Superintendent, the Director of

Procurement, and the Chief Financial Officer. The travel request must be completed and the goals and objectives must meet the grant guidelines and may be compared to similar events.

Virtual Conferences

Virtual conferences have become more increasingly popular and available. If a virtual option is available, it must be selected over the travel option. If there is reason to not select the virtual option, it must be approved by the cabinet.

Travel Cancellations

Requested travel arrangements may be canceled by the employee with approval from the employee's immediate supervisor, if the District is able to recoup the charges for arrangements made. Travel expenses incurred and canceled by the employee, except for extenuating circumstances and approved by the District Cabinet, such as registration, hotel expenses, canceled flight, etc., are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the employee and deducted from the employee's next regular check, if not paid prior. If funds cannot be recouped, and the loss is approved as an extenuating circumstance by a District Cabinet member, the appropriate campus or department general fund budget will be used to offset the loss of federal funds.

Employees who separate from employment, and have a scheduled travel event approved, will cancel the event. The employee is responsible for all expenses as described above.

A request to not repay expenses, due to a cancellation request (a repayment waiver) may be considered and possibly approved. A repayment waiver must be made as soon as possible, but no later than five working days after the first day of the travel event (1st day the employee was to begin traveling). The employee will request the waiver from their immediate supervisor. If approved, the immediate supervisor will submit the request to waive repayment to their respective Cabinet member. The Cabinet member will submit the request, along with his/her recommendation to the Cabinet for review. Once a decision is made, the respective Cabinet member will inform the immediate supervisor of the decision. If the request is due to a medical reason, the immediate supervisor will submit the request to the District Benefits and Risk Management Coordinator. The District Benefits Coordinator will obtain a decision from the Superintendent of Schools and provide the decision to the staff member, staff member's immediate supervisor and the Business Service Department. The District Benefits and Risk Management Coordinator will require documentation verifying the reason for cancellation, such as doctor's notes for illnesses or any other information deemed necessary to render a decision.

Employee Lodging and Subsistence

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable

only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the District's established travel policy. 2 CFR §200.474(b). An employee may only incur costs, for his or her actual lodging expense, not to exceed the maximum lodging reimbursement rate for that location, if funded federally. The District must use the federal rates provided by the GSA for both in-state and out-of-state travel within the United States. Detailed information is provided in the procedures section of this document. Please review Lodging for Local, State and Federal procedures. All receipts are required for federally funded travel.

Consider the distance to the business destination, airport, restaurants, etc., in choosing a hotel site. Standard room accommodation must be requested. Travelers must reimburse the District for any costs related to an upgrade in room accommodation. The employee is responsible for notifying the hotel in the event of travel plan changes. An employee who does not notify the hotel of a cancellation before the deadline established by the hotel may not expense the no-show charge for reimbursement.

Student Lodging Subsistence and Mode of Travel

Students may be permitted to take school-sponsored overnight trips for instructional purposes, activities of school-sponsored or sanctioned clubs or organizations, and UIL or other sanctioned competitions and are eligible to participate if they are eligible under UIL guidelines. Approval for such trips shall be obtained by the building principal, and the District Athletic Director, and/or the associated Assistant Superintendent. Travel for students with District employee sponsors follow the same guidelines and procedures set forth in this document as for any employee travel, other than the expense will only be paid with local or state funding, according to student and sponsor meal allowances, and the Student Development Request Form will be utilized for approval.

Costs incurred by employees and students traveling together, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy and paid with local or state funds. The District Athletic Director or associated Assistant Superintendent and/or the Superintendent of Schools Officer will determine the number of sponsors required, the mode of travel, the number of employees and students per room and the start and end date for the travel. Receipts are required.

Consider the distance to the business destination, airport, restaurants, etc., in choosing a hotel site. Standard room accommodation must be requested. Travelers must reimburse the District for any costs related to an upgrade in room accommodation. The employee is responsible for notifying the hotel in the event of travel plan changes. An employee who does not notify the hotel of a cancellation before the deadline established by the hotel may not expense the no-show charge for reimbursement.
Regulation CNA – Transportation Management Student Transportation must be followed for all school sponsored events.

Overnight Hotel Room Gender Requirements

Hotel rooms, for student overnight stay, must be secured by gender. Females may share a room with other females, males may share a room with other males, but females and males may not share rooms. Staff and students may not share rooms, for overnight stay, regardless of gender.

Hotel Occupancy Taxes

School Districts are usually exempt from Texas state sales tax on lodging, but are not exempt from any city taxes or other taxes imposed for lodging. An employee of an agency that qualifies as an educational organization is exempt from paying the state hotel occupancy tax. The employee is not exempt from paying the county or municipal hotel occupancy tax.
Employees may be reimbursed for applicable taxes, but may not be reimbursed for Texas state sales tax if the traveler fails to present the Texas Hotel Occupancy Tax Exemption Certificate to the hotel. It is the responsibility of the employee to present the exemption form to the hotel to claim exemption from the state tax for District related business travel. An employee must be reimbursed for a hotel occupancy or similar tax from which the employee is legally exempt, but only if the employee properly claims the exemption and the commercial lodging establishment refused to honor it.

Dependent Care Costs and Dependent Travel

The District does not reimburse employees for temporary care costs and dependent travel costs are unallowable. 2 CFR §200.474(c).

Commercial Air Travel

Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolonged travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. The District must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases and approved by a District Cabinet member. All air flights will be purchased through Southwest Airlines unless there is no flight

service to the destination. The District Travel Clerk will direct bill the airline and receipts are not issued to the employee. 2 CFR §200.474(e).

Incidental Expenses

An incidental expense is incurred while traveling on official District business. The term includes a mandatory insurance or service charge and an applicable tax, except a tax based on the cost of a meal. The term does not include a meal, lodging or transportation expense, a personal expense, an expense that an individual would incur regardless of whether the individual were traveling on official business, a tip or a gratuity. Movies and incidentals do not meet the IRS interpretation of travel expenditures and are not allowable at any time. The traveler must review his or her invoice and settle charges with the hotel with his or her personal credit card for room service, movies, personal phone calls, etc., prior to check out. Business-related fax charges are reimbursable. Business-related internet connection fees are reimbursable with approval by the supervisor. The cost of personal cellular phone usage is not reimbursable except in extreme emergencies. A supervisor must approve these charges.

Mileage in Personal Vehicle for Travel Purposes

District employees may be provided or reimbursed for mileage incurred to conduct District business while traveling in lieu of airfare, under certain circumstances and District Cabinet member approval. Use of a personal vehicle may not be approved if loss of work time exists. Mileage reimbursement rates are subject to change, and must not exceed rates published by the Texas Comptroller of Public Accounts. The District is not required to reimburse employees at the maximum state rate. MapQuest.com or Maps.Google.com will be used to determine the total number of miles driven. The amount provided or reimbursed will be the lesser of the cost of airfare booked 21 days in advance and the number of miles driven, based on MapQuest.com or Maps.Google.com, multiplied by the current mileage reimbursement rate.

The District will not reimburse an employee for mileage between a residence and an airport. District employees will not be reimbursed for mileage incurred in traveling between the employee's residence and place of employment in a personally owned or leased motor vehicle. The District assumes no responsibility for personal autos used for company business. Personal vehicles should not be used for extended trips as the mileage charges are not economical. Personal vehicles may be used for extended trips with prior approval by a District Cabinet member with approved justification.

When employees 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. The current approved mileage reimbursement rate is 54.5 cents. This rate is subject to change and any change is approved by the Board of Trustees.

Employees authorized to travel for business and educational purposes, during the work day, must have prior approval from their immediate supervisor to travel and request reimbursement. The travel must be necessary and reasonable. The Mileage Reimbursement Request Form is located on the District web-site and should be submitted on a monthly basis. All required documentation, as described above, is required for all locations other than those listed on the In-District Mileage Chart. Whenever possible, employees authorized to travel are expected to coordinate travel with other employees that have the same itinerary, to minimize the use of state and federal funds. Only the employee driving may request reimbursement. Voluntary attendance to any work related function is not eligible for mileage reimbursement. (I.e. going to school games when not required, going to central office or another location to turn in required paperwork) Employees must complete their own reimbursement form. Submitting and signing the reimbursement form indicates this policy has been read and the information submitted on the form is true and accurate.

Employees will use the mileage distance or miles, listed on the In-District Standard Mileage Chart available on the District web-site, to complete the Mileage Reimbursement Request Form. No attachments are required, if the start and end destination is listed on the chart. If not, please attach the MapQuest mileage documentation to the form. The Business Service Department will add any regularly driven start and end destinations that may be needed. Please contact us for needed additions to the chart.

Rental Vehicles

District employees are entitled to funds for or reimbursement for the cost of renting a vehicle to conduct state business when allowable, and for federally funded requests, when proven to be necessary, reasonable, and the least expensive arrangement as documented and approved on the approved purchase order required forms. The reimbursement includes all applicable taxes and mandatory charges. A charge for an additional driver may only be reimbursed if incurred for a business reason. Rental cars are for business use only and should not be used for personal use, without prior approval by the supervisor and justification. A charge for a liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance is not reimbursable. Travelers are advised to refuse insurance coverage offered by rental companies since such coverage would be a duplication and a non-reimbursable expense. The District Travel Clerk will reserve or book all rental vehicles and the company will directly bill the District.

When employees travel on the same dates with the same itinerary, they must coordinate travel. When three or fewer employees travel on the same itinerary, only one vehicle will be rented. When more than three employees travel on the same itinerary, only one out of every three will be provided a rental vehicle. As a general rule, an intermediate or smaller model must be

rented whenever possible. When three or more employees are traveling together, a full size car is permissible.

The following expenses in the operation of rental cars are not reimbursable: refueling charges for not returning the rental car with a full tank of gas (unless sufficient reason for not refueling can be given); pre-paid fuel charges; parking or traffic violation tickets.

For an employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose. The receipt must include the following: (1) The name of the rental company, and (2) The name of the employee renting the vehicle, and (3) The starting and ending dates of the rental, and (4) An itemization of expenses incurred, and (5) Proof of payment. If a receipt does not include all of the five items listed above, the rental contract may also be included to provide that information.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

Updated Baggage Policy Guidelines

To support efficient travel and minimize costs, the district strongly recommends that employees and students use carry-on luggage whenever possible. However, if travel requires two or more consecutive nights, the district will cover the cost for one checked bag.

The district provides reimbursement for baggage fees according to the following criteria:

- **Eligibility:** The district will cover the cost of **one (1) standard checked bag** only if the travel itinerary requires **two (2) or more consecutive nights** of hotel lodging for the district travel. Additional nights for personal travel will not be considered.
- **Weight Restrictions:** The district **will not** cover fees for overweight or oversized luggage. Any costs associated with bags exceeding airline weight limits are the sole responsibility of the traveler.
- **Quantity Limit:** Coverage is strictly limited to **one bag per person**. Additional bags are not reimbursable.
- **Payment & Documentation:** Baggage fees may be included in the original **Purchase Order (PO)**. If the fee was not part of the PO, the employee or student must pay out of pocket and seek reimbursement later.
- **Receipts are mandatory.** A valid receipt must be provided during the trip clearance process. If a receipt is not provided, the district will not cover or reimburse the cost.
    - Please be aware that Southwest Airlines baggage receipts often resemble a boarding pass. **Do not discard this document**, as it serves as your official proof of payment for trip clearance.

The district may cover fees for additional bags if they contain district-related equipment necessary for the trip (e.g., musical instruments, robotics equipment, athletic gear, or presentation materials). *These items should be disclosed and approved during the travel authorization process whenever possible.*

Private Aircraft

An employee is not entitled to be reimbursed for the employee's use of an aircraft owned or leased by the employee.

Mass Transit, Taxi, or Ride Sharing Company

The District employee is entitled to be reimbursed for the actual cost of transportation by bus, subway, ride sharing company such as Uber or Lyft, other mode of mass transit or taxi if incurred to conduct District business and prior approval is received. The cost is only reimbursable if provided by a commercial transportation or ridesharing company. If using a taxi or ride sharing method, tips are allowable when using local funds. The tip cannot exceed 15% of the total ride cost. Tips are not allowable when traveling under federal funds. Receipts are required no matter the funding source and must be turned in to the district,

Parking

The District employee is entitled to be reimbursed for a parking expense incurred while traveling on District business in a personally owned or leased vehicle, rental vehicle, or District-owned or leased vehicle. The District will not reimburse the employee for parking paid if none of the mileage or rental cost is reimbursable. Overnight airport parking will only be paid or reimbursed if the long-term parking is utilized. Documentation or receipts are required.

Tolls

The District employee is entitled to be reimbursed for tolls paid when the employee travels in a personally owned or leased vehicle, rental vehicle, or District-owned or leased vehicle for approved District business. The traveler will not be reimbursed for tolls paid if the mileage or rental cost is not reimbursable. Receipts or documentation are required.

Foreign Travel

The District does not allow foreign travel for its employees.

Travel to U.S. Possessions, Alaska, Hawaii, Canada or Mexico

Travel to U.S. possessions, Alaska, Hawaii, Canada or Mexico is not allowable.

Out-of-State Travel Federally Funded

Out-of-State travel with federal grants funds is allowable with TEA approval. Specific forms, required by TEA, are required. Please contact the appropriate Federal Program Director or manager of the program, for forms and assistance, if needed.

Meal Allowance for Professional Development

A District employee may receive a meal allowance for a meal expense incurred for overnight travel only. The current approved allowance is a total of $46.00 per day or may be prorated, as necessary for the time and meal type to $8.00 for breakfast, $17.00 for lunch and $21.00 for dinner. The rate is subject to change and any change is approved by the Board of Trustees. Alcoholic beverages are not allowed. The meal allowance must be adjusted on the 1st and last day of travel based on the time of departure and/or return based on the chart below. Receipts are required to be turned in for travel using federal funding. Receipts are not required to be turned in for local fund travel, but may be submitted. If receipts are not submitted, the execution of the Trip Clearance form attests that all funds were expended for the purpose intended and the traveler must maintain their receipts for two years. If all funds are not expended, they should be returned as noted on the Travel Clearance form. A Trip Clearance form is used to clear or finalize the trip and must be submitted. The submission and execution of this form, certifies that all expenses listed are true and correct.

Day of Departure and Return Proration	
Breakfast	Staff member is away from duty from 6:00 AM through 11:00 AM
Lunch	Staff member is away from duty from 11:00 AM through 2:00 PM
Dinner	Staff Member is away from duty from 2:00 PM through 8:00 PM

Meals for Student Travel

Student meal allowances are as described in the chart below. Advances for student meals will be made to the sponsor and all receipts are required. Requests will only be made for the total number of students, sponsors and bus drivers traveling. When sponsoring or traveling with students, staff meal allowances are at the same rate as the student. If a credit card receipt is submitted, it must be the detailed version.

The program director may authorize a flat allowance, but it may not exceed the amount that would be provided based on the chart below. In some cases, meals are not required, but certain food combinations are needed. An example is: Students attending a track meet may not want to consume meals, but would be better served with other food choices such as healthy snack food items. Meal allowances cannot be used for “junk food” or unhealthy snack options including, but not limited to, candy, chocolate, and energy drinks. Alcoholic beverages are not allowed. Sponsors are encouraged to call ahead and organize meal services with restaurants. Many restaurants will provide a per meal rate within District allowances.

Sponsors may also request prepared meals, in lieu of meal allowances, provided by the District Child Nutrition Department. Arrangements for such should be made with the Child Nutrition Department and coordinated with the Athletic Department or associated Assistant Superintendent. Travel times should always be made in the best interest of the student to avoid loss of instructional time and include the availability to utilize meals served by the Child Nutrition Department.

The sponsor should only use meal funds based on the actual number of students in attendance. For example, the initial roster may indicate 20 students needing lunch and dinner, but only 10 students need to be provided dinner because the other 10 were taken home by parents. In this situation, the sponsor should only use 10 x $15 = $150 for dinner expenses, even though the check had $230 for dinner.

Executed Student Travel Clearance Forms and detailed itemized receipts are required.

Student and Sponsor Meal Allowances

Breakfast	$8	Student is away from campus from 6:00 AM through 11:00 AM
Lunch	$12	Student is away from campus from 11:00 AM through 2:00 PM
Dinner	$15	Student is away from campus from 2:00 PM through 8:00 PM

Tips or Gratuities

Tips or gratuities for meals shall be allowed only with local or state funds and may not exceed 15% of the meal expense. If tips are given, they are part of the meal allowance and do not exceed the meal allowance provided. Tips are not allowed to be provided with federal funds. The traveler may choose to provide a tip, but it will not count towards their reimbursed costs.

Meals for Non-Over-Night Stay

An employee may not be reimbursed for non-over-night meal expenses.

Combined Business and Personal Travel

If an employee combines business with personal travel, the portion of expense constituting the employee's own reimbursable business expense must be separated and reported as such. The business-related expense may not exceed the amount of reimbursable expense which would have been incurred had the trip been made strictly for business purposes. Combined business and personal travel is subject to additional approval by immediate supervisors. No loss of work time may be considered. The District will not be responsible for any additional travel arrangements.

Field Trips

The District considers student field trips an unallowable cost utilizing federal funds unless prior approval has been received by TEA. Pursuant to 2 CFR § 200.438, costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose. TEA interprets this section to include some field trips, depending on the nature and purpose of the field trip. Additional information is available in the Field Trip Guidelines document located on the District web-site.

Hosting a Conference

For federally funded conferences, 2 CFR § 200.432 discusses the allowability of conference costs paid by the District as a sponsor or host of the conference. A conference is defined as "a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-federal entity (i.e., the conference is for non-employees) and is necessary and reasonable for successful performance under the award." These federal guidelines state that costs may include rental of facilities, cost of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the federal award. Per the guidance, conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary, and managed in a manner that minimizes the costs to the federal award.

However, the United States Department of Education (USDE) issued more restrictive guidance related to the use of funds for conferences and meetings (under Allowable Cost Guidance), particularly with regard to food costs such as meals, snacks, and refreshments.

Per guidance from the USDE:

> "Generally, there is a very high burden of proof to show that paying for food and beverages with Federal funds is necessary to meet the goals and objectives of a Federal grant. When a grantee is hosting a meeting, the grantee should structure the agenda for the meeting so that there is time for participants to purchase their own food, beverages, and snacks. In addition, when planning a meeting, grantees may want to consider a location in which participants have easy access to food and beverages.
>
> While these determinations will be made on a case-by-case basis, and there may be some circumstances where the cost would be permissible, it is likely that those circumstances will be rare. Grantees, therefore, will have to make a compelling case that the unique circumstances they have identified would justify these costs as reasonable and necessary."

Additionally, the USDE guidance states that grantees should consider whether a face-to-face meeting or conference is the most effective or efficient way to achieve the desired result and whether there are alternatives, such as webinars or video conferences, that would be equally or similarly effective and more efficient in terms of time and costs than a face-to-face meeting. The USDE guidance also states that grantees should consider how the meeting or conference will be perceived by the public; for example, will the meeting or conference be perceived as a good use of taxpayer dollars?

These and more specific guidelines are also discussed in TEA's Guidelines Related to Specific Costs (under Allowable Cost Guidance) in the Food and Beverage Costs section.

District staff will adhere to these guidelines if and when hosting a meeting or conference for non-employees. Prior to planning a meeting or conference, approval will be obtained from the associated Assistant Superintendent in the District and the appropriate Federal Program Director. The proposed meeting or conference will be budgeted in the approved application and the District will obtain prior approval from TEA as specified in the Guidelines Related to Specific Costs. Specific spending caps for snacks and beverages may be applied District-wide. All submitted purchase order requests will require and must include instructional agendas to support the specific meeting intent. All requests must be included in the campus or District improvement plan.

For non-federally funded events, as described above, the District will follow the guidelines stated above to the extent feasibly possible.

Receipts

Receipts should always be maintained by the traveler for possible future audit, even though they may not be required to be submitted in all cases. Original receipts should be submitted based on the chart below, documenting actual expenses in detail.

Sponsor or traveler should attempt to use District Tax Exempt forms for all expenditures. The form is required to be turned in and used for hotel stay, which will prevent state tax from being charged.

Travel Type	Lodging	Transportation	Meals	Gratuity
Student Travel (Field Trips, Athletic Events, Fine Arts Events)	**Submit Receipts** State Tax Exempt form should be used to eliminate state tax.	**Submit Receipts** Local Travel (199) If using Uber/Taxi, no more than 15% tip. Federal Travel (2XX) Tip is not an allowable reimbursement.	**Submit Receipts** All receipts must be detailed/itemized showing what was purchased.	**Submit Receipts** Local Travel (199) Part of meal allowance. No more than 15% of the meal. Must be written/shown on receipt. Federal Travel (2XX) Tip is not an allowable reimbursement.
Professional Development Travel	**Submit Receipts** State Tax Exempt form should be used to eliminate state tax.	**Submit Receipts** Local Travel (199) If using Uber/Taxi, no more than 15% tip. Federal Travel (2XX) Tip is not an allowable reimbursement.	**Local Fund Travel (199) Not Required to be Submitted** All receipts must be detailed/itemized showing what was purchased. **Federal Fund Travel (2XX) Required to be Submitted** All receipts must be detailed/itemized showing what was purchased.	**Local Fund Travel (199) Not Required to be Submitted** Part of meal allowance. No more than 15% of the meal. Must be written/shown on receipt. **Not Allowable using Federal Fund Travel (2XX)**

If the receipt includes alcohol or unallowable costs, this will void the receipt, and any other expenses on receipt will not be covered. Travelers should turn original receipts in; however, it is recommended you keep copies for backup. Hand-written receipts are acceptable, provided they are itemized and signed by the establishment manager. Hand-written receipts are subject to verification. ***Important Reminder: If using Federal Funds (2XX) you are required to turn in all receipts. Meal receipts must be itemized and not have unallowable charges on them.***

Forms

All required travel forms are located on the District web-site at http://www.clintweb.net/ Business Services Department - Department Documents – Forms - Travel. The form(s) required depend on the type of travel. The travel may require a combination of the following forms:

- Purchase Requisition
- Professional Development Requisition & Travel Clearance Form
- Student Development Requisition & Student Travel Clearance Form

Due Dates and Timelines

Travel requests must be submitted at least two weeks prior to the travel date or two weeks before the conference registration deadline. Submission includes all completed forms registration information, agendas, and any other related information. Requests that include air travel must be submitted at least one month prior to travel date in order to obtain the most cost effect fare. Air travel will be scheduled to minimize loss of work time and cost effectiveness. It is the responsibility of each employee and immediate supervisor to ensure the District goal to operate efficiently is aided by complying with travel guidelines and timelines.

Prior Approval

Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred. Immediate supervisors must approve all professional leave. Additional approvals may be required and will be addressed via the on-line purchase approval process. All forms must be completed and approved before any registration arrangements are made or fees are paid. In some cases, a District credit card may be used by a Cabinet member. These cases are subject to approval and the Cabinet member accepts the responsibility for the purchase until approved. Approval is obtained by submitting the receipts for payment. Credit card purchases utilizing federal funds are not allowable by individuals. The District does utilize District credit cards to reserve and for direct bill payments for hotel, rental car and flight travel arrangements.

Approval Process

The District utilizes an electronic and automated approval process. Once all documents are complete and receive approval from the campus or department immediate supervisor, the appropriate budget clerk or secretary will enter and submit the request via the online financial system. Detailed processes are described in the Purchase Order Flowchart section of this document.

Settlement

All travel expenses are required to be settled utilizing the District travel clearance forms, no later than 10 days after the travel has been completed. If the settlement has not been completed it will result in a deduction to the employee's next regular paycheck in the amount equal to the total advance, or in an amount due based on the current information available.

Attendance

Attendance, to the event requested, is mandatory and proof of attendance may be requested.

Hotel Arrangements for Federally Funded Requests

Hotel costs for trips utilizing federal funds will be determined by the GSA schedule. The web-site can currently be found at http://www.gsa.gov/portal/category/100120.

The traveler or clerk will obtain the rate based on the most recent rate provided on the GSA schedule. If a hotel is not available, within the allowable rate, the difference may be paid with local or state funds. A copy of the schedule must be included with the submitted travel request. See example below.

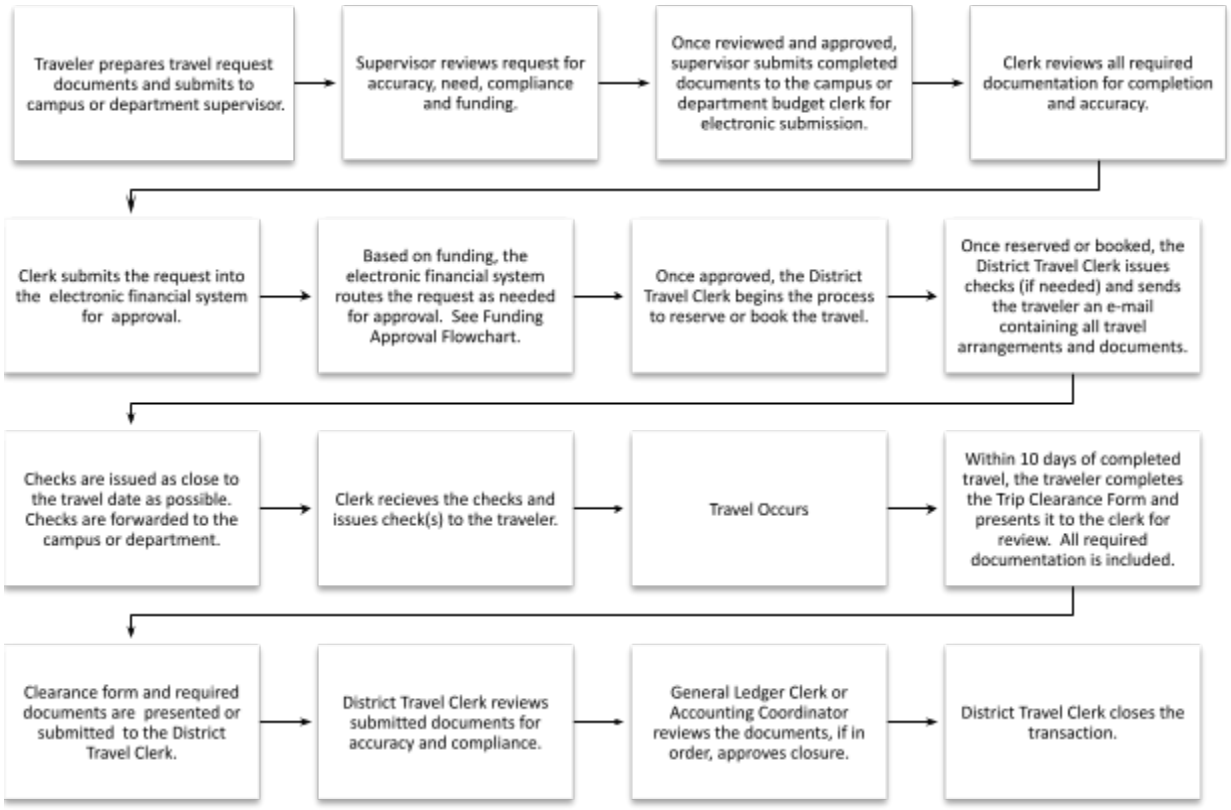


Enter the desired City and State and the maximum lodging by month, allowable for federal funds, will be presented. This is the maximum amount that can be used to secure a hotel room with federal funds.

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

The following rates apply for **Austin , Texas**														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2014			2015									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Austin	Travis	126	126	139	139	139	139	126	126	126	126	126	126	71

Purchase Order Flowchart

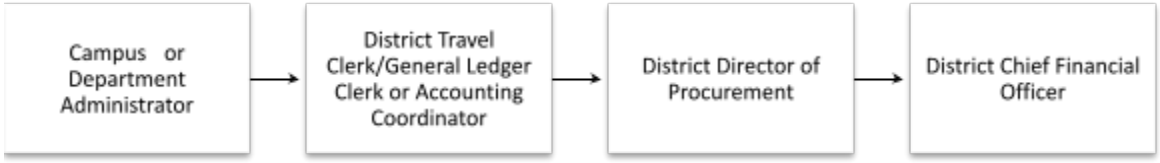


The purchase order flowchart assumes the clerk is the campus or department budget clerk or secretary. In some cases, the secretary assumes the budget clerk responsibilities. If federal funds are used to fund travel, the District does not request federal reimbursement until after the trip has been completed and closed.

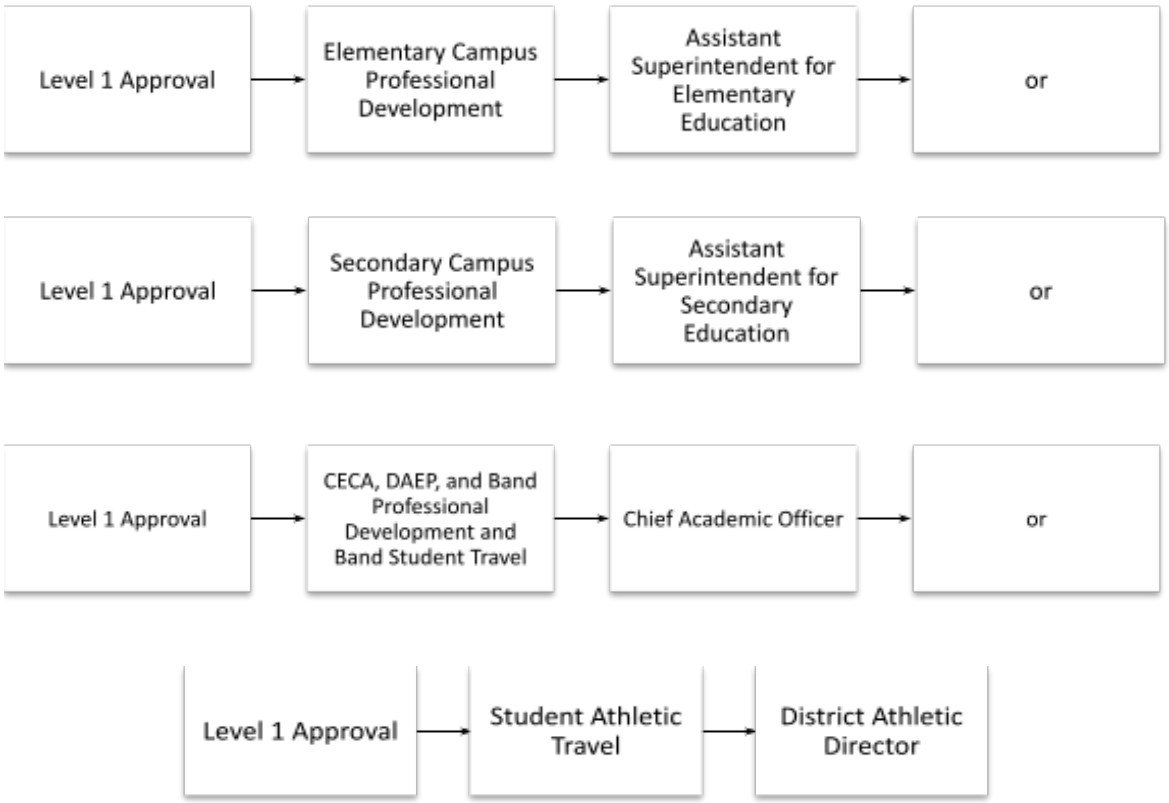
Trip closure consists of reconciling and issuing any reimbursements necessary to the traveler or obtaining any amounts due to the District. All refunds require the approval of the District Accounting Coordinator or the District Chief Financial Officer. Payment to vendors, such as airlines, rental companies, and/or credit cards is reconciled and also approved in the same manner.

Funding Approval Flowchart

Approval is required from the following for all Travel Requests. This is considered Level 1 approval.



Additional approval is required for campus travel for professional development as follows.



All federally funded requests are also electronically routed to the District Director of Federal Programs or the assigned Program Coordinator. All state mandated programs also receive approval from the assigned Program Director. Examples are as follows:

- Program Intent Code 21 Gifted and Talented
- Program Intent Code 22 Career and Technology
- Program Intent Code 23 Special Education
- Program Intent Code 24 Accelerated Education
- Program Intent Code 25 Bilingual Education
- Program Intent Code 28 DAEP
- Program Intent Code 30 Title I State Compensatory Education
- Program Intent Code 31 High School Allotment
- Program Intent Code 34 PRE K Compensatory Education
- Program Intent Code 91 Athletic and Related Activities

All federally funded travel will also be reviewed for Suspension and Debarment and the results page will be attached to the request. If a positive result is received, the request will be denied.

Finally, all Board of Trustee and Cabinet Member travel requests receive approval from the Superintendent of Schools.

For additional information or questions, please contact the Business Service Department, the Federal Programs Department or any Program Coordinators. Additional information can also be found on the TEA and the Texas Comptroller's web-sites.

All staff should review the Federal Grant Policies & Procedures Manual, located on the district web-site, along with this document. This document has been separated from the Federal Grant Policies & Procedures Manual to place emphasis and provide a document that focuses on travel.

Clint Independent School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities as required by Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.