



Procurement Services Department

DIVISION OF BUSINESS AND FINANCE

Travel Manual

2025-2026

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www.fwisd.org/procurement



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DIVISION OF
BUSINESS AND FINANCE

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Contact Information

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TRANSPORTATION

Air Travel

1. The district strongly discourages the traveler to purchase the airline ticket with his/her own funds. But should this event occur, an original itemized receipt and an itinerary showing departure and arrival times are required. The traveler will not be reimbursed until their Travel Request has been reconciled – up to 60 business days after their return.
2. With prior approval, full reimbursement shall be allowed for airfare (coach or economy class).
 - a) The District will not pay/reimburse for travel insurance, upgraded seats, extended legroom, earlier boarding without prior approval.
3. The Travel Request in Frontline ERP must be completed before airline reservations can be made with the District/Department card(s) at each campus/department. (If your campus/department doesn't have any cards issued, please contact Procurement Services.)
 - a) To get a quote for the Airfare cost to enter in Frontline ERP, please go to your preferred airline website and get a "quote" by putting in the information for the preferred flights. Do not make a reservation, just print the page with the cost to attach as your "quote".
 - b) Please do not use any third-party websites, www.expedia.com, www.hotels.com, www.booking.com to purchase airline tickets.
4. The Procurement Services Department does not make airline reservations. The traveler's campus/department is responsible for making airline reservations once the travel has been fully approved.
 - a) The District will not pay/reimburse for travel insurance, upgraded seats, extended legroom, earlier boarding without prior approval
5. Common sense is to be the guide in determining which fare/route makes most sense to the District economically.
6. Advanced planning is expected in order to maximize fare discount requirements. Airfare is typically at its lowest price 21 days before the departure date. Ticket prices will increase again 14 days before departure and once again 7 days before, therefore it is in the District's best interest to purchase airfare as early as possible.
7. If an individual chooses to purchase a ticket with benefits derived from a bonus program (i.e. frequent flyer miles), the District does not reimburse the employee for the normal cost of such flights.
8. When travelers make unapproved modifications to travel arrangements that result in additional charges, those additional charges will be the responsibility of the traveler unless authorized by the supervisor.
 - a) The District will not pay/reimburse for travel insurance, upgraded seats, extended legroom, earlier boarding without prior approval
9. An airline itinerary with the itemized cost of the airline tickets should be attached to the Expense Report in Frontline ERP.
10. If the traveler has to cancel the trip, traveler must inform the Procurement Services Department and cancel their reservations before the trip date. The District may be able to use the ticket for a future trip or recover some of the ticket cost.



Extended personal stay:

1. When the traveler extends the stay of a business trip for personal reasons, either before or after the trip, any additional cost will be the responsibility of the traveler.
 - a) When making reservations, the traveler must indicate both the actual business dates and the personal dates and create two itineraries to document the price difference. If the price of the airfare is higher, the traveler is responsible for the additional cost.
 - b) If the traveler doesn't pay the difference in advance to the Cashier, they will owe the amount when the Expense Report is entered.

Example: The business dates are April 3 – April 5. The all-inclusive dates, including the business and personal dates, are April 3 – April 7. The cost of the airfare leaving on April 3 and returning on April 5 is \$100.00. The cost of the airfare leaving on April 3 and returning on April 7 is \$120.00. The traveler is responsible for the \$20.00 difference in the airfare cost.

Ground Transportation

MILEAGE (PRIVATELY OWNED VEHICLE):

Expenses Reported on the Travel Request in Frontline ERP

1. If a privately-owned automobile is used, reimbursement will be made on the basis of the rates established in the Texas Comptroller of Public Accounts. This rate is subject to change.
2. Mileage reimbursement for use of a personal vehicle for transportation to the airport shall be allowed from the District Service Center to the airport and return (one round trip) at the rates established in the Texas Comptroller of Public Accounts.
3. Travel must be made by the most direct route for a maximum of 400 miles each way. For trips exceeding 400 miles each way, the allocation for meals and lodging will be the same amount as travel by airline.
4. If two or more travelers are sharing a vehicle, the auto mileage expense shall be entered on the driver's Travel Request.
5. Expenses in the operation of a privately-owned vehicle that are reimbursable include: toll charges and reasonable parking charges.
6. The District/Department travel card should NOT be used to purchase gas for a privately-owned vehicle.
7. Any employee with an auto allowance will not receive mileage to the DFW airport nor Love Field.
8. The District assumes no responsibility for privately owned vehicles used for company business.
 - a) The vehicle owner must have public liability insurance in force with at least the minimum coverage required by Texas law. Any damage or loss to a privately-owned vehicle used on District business is the responsibility of the owner. Private insurance coverage serves as the primary policy for third party liability and physical damage to the vehicle. Vehicle owners are responsible for any deductible under the private auto policy.
 - b) Executive Order 13513 prohibits employees traveling with Federal Funds from sending/receiving text messages or checking email while driving.



Expenses Reported on the Mileage Reimbursement Log

1. For travel within the Dallas/Fort Worth Metroplex, an employee of the District shall be reimbursed for mileage incurred while performing duties related to the job, only if such travel is at the request of and authorized by the employee's immediate supervisor. An employee shall use the Frontline's My Mileage in the Employee Service Center to request mileage reimbursement as well as any local parking fees and tolls. Mileage forms shall be submitted monthly for timely reimbursement to the District's Financial Services Department.
2. For those employees who receive an auto allowance, reimbursement shall not be given for travel within the Dallas-Fort Worth Metroplex (except for parking).

RENTAL VEHICLES:

1. The District utilizes the state of Texas STMP contract for rental vehicles. Enterprise and Hertz are the preferred vendors for FWISD.
 - a) Avis/Budget may only be used in cases of emergency. (Please check with Procurement Services before using Avis/Budget.)
2. Rental vehicles will be paid via Direct Bill to the District.
3. As a general rule, a compact or mid-size vehicle will be rented whenever possible. When the number of people traveling in the vehicle requires it, a larger vehicle can be rented.
 - a) Student travel is PROHIBITED in vehicles that are designed to transport more than ten people.
4. The District is insured for rental vehicles. Travelers are advised to refuse insurance coverage offered by car rental companies since such coverage would be duplication and a non-reimbursable expense.
5. Reimbursable expenses related to the operation of rental cars include: fuel, toll charges, and reasonable parking charges, etc.
6. Expenses related to the operation of rental cars that are NOT reimbursable include: Texas sales tax, and parking or traffic violation tickets the employee receives while on company business.
7. Rental cars are for business use only and should not be used for personal use. District insurance does not cover a rental car used by an employee for personal use. The employee will be responsible for any additional insurance coverage and/or any damage to the vehicle.
8. Under no circumstances shall a traveler use both a purchase order and a Travel Request to pay for a rental vehicle.

LOCAL TRANSPORTATION (TAXI, BUS, TRAIN, ETC.):

1. Local transportation expenses (i.e. taxi, Uber, Lyft, bus, train, etc.) are reimbursable upon presentation of detailed receipts.
2. Receipts shall indicate, at minimum, TO and FROM locations, amount and date.
 - a) Uber/Lyft receipts must show TO and FROM locations and total charges, including tips (which will not be reimbursed).



Lodging

General Information

1. Travelers are responsible for securing their own lodging reservations with the District/Department card issued to them once the Travel Request has been fully approved.
2. If the hotel requires a first night deposit that should be noted on the Travel Request so once the travel is fully approved, the District/Department card will have enough money to fund the deposit.
3. The District cannot reimburse Texas Hotel Occupancy tax. Texas Hotel Occupancy Tax Exemption Certificate is emailed with the District/Department Travel Card, Traveler must provide this certificate to the hotel reception desk at check-in. This only applies to In-State Lodging. The District will pay for city/county taxes. A copy of the Texas Hotel Occupancy Tax Exemption Form is available in the Procurement Services Department.
4. All hotel receipts, including internet bookings, must be itemized (i.e. indicate the daily room rate, daily tax rate, and any other fees).
 - a) Please do not use any third-party booking sites – www.expedia.com, www.hotels.com, www.booking.com. These vendors typically require pre-payment, will not refund Texas State Occupancy Taxes or provide an itemized receipt.
5. Telephone calls are not reimbursable unless they are related to District business. Traveler must initial each call on the hotel receipt to be reimbursed.
6. Internet charges are acceptable for work-related use.
7. If two or more travelers are sharing a room, enter the lodging expense on only one Travel Request. If this is not possible, request separate **itemized** receipts from the hotel reception desk at check-in and/or check-out.
8. Reimbursement for lodging within the Dallas-Fort Worth Metroplex requires prior approval by a cabinet staff member and the Superintendent.
 - a) Student travel (including bus drivers and unshared rooms utilized by FWISD employees or sponsors) where the nightly room cost is over the GSA rate or the conference rate requires Executive Director approval only.

Conference/Convention Hotels

1. A conference/convention hotel is a hotel specifically designated by the conference/convention host. The host has negotiated special hotel rates for the attendees to the conference.
2. If travel is in conjunction with a conference/convention, documentation must be provided with the Travel Request substantiating designation of conference/convention hotel with documented rates.
 - a) This information can typically be found on the conference website or the hotel reservation information.
3. Reimbursement is limited to maximum documented rate specified in the conference/convention documentation.



4. If rooms at the conference/convention negotiated rate are no longer available, and the traveler decides to stay at the conference/convention hotel at the hotel's standard rate, the traveler will be responsible for the cost over the maximum documented conference/convention negotiated rate.

Example: The conference/convention negotiated rate is \$100.00/night. The hotel standard rate is \$120.00/night. The reimbursement will be limited to \$100.00/night. The traveler will be responsible for the \$20.00/night difference.

In-State and Out-of-State Lodging

1. Board Members and Key Officials (superintendent, cabinet staff members):
 - a) Hotel Reimbursement shall be for actual conference/convention rates at designated conference/convention hotels,
 - b) Or for the most reasonable accommodations in accordance with the GSA Domestic Maximum Per Diem Rates. Current limit is up to twice the amount listed on GSA's Domestic Maximum Per Diem Rates per person per night, plus applicable taxes. If an area is not listed, the limit is double the rate allowed by the State of Texas Comptroller/GSA Domestic Maximum Per Diem Rates.
 - c) Out-of-state occupancy taxes are reimbursable
2. District Employees and Students:
 - a) Hotel Reimbursement shall be for actual conference/convention rates at designated conference/convention hotels,
 - b) Or for the most reasonable accommodations in accordance with the GSA Domestic Maximum Per Diem Rates. Current limit is the amount listed on the GSA's Domestic Maximum Per Diem Rates per person per night, plus applicable taxes. If an area is not listed, the limit is the rate allowed by the State of Texas Comptroller/GSA Domestic Maximum Per Diem Rates.
 - c) Out-of-state occupancy taxes are reimbursable

Grant Travel Lodging

1. For travel utilizing Grant Funds (Fund Codes 200-429 and 701), the maximum allowable rate for both In-state and Out-of-State Lodging will be imposed. Key Official, Board Members and District Employees must follow the rules discussed above. A local 199 budget account will be required to cover any potential post trip unallowable expenses.
2. For travel utilizing Grant Funds (Fund Codes 430-499, 681, 773, Special Revenue-Local Source), FWISD local Fund 199 travel policy/regulations will apply to these trips as these funds do not fall under the federal and state grant travel requirements. Key Official, Board Members and District Employees must follow the rules discussed above.
3. A traveler may stay at a designated conference/convention hotel; however, the amount above the maximum GSA allowable rate must be paid using local funds or the traveler will be responsible for paying the difference.
4. Please provide both the conference rate documentation. This documentation must be provided to the Procurement Services department with the Travel Request.
 - a) Conference hotel rates can normally be found with conference registration information. In the event that a conference hotel rate exceeds the allowable rate, travelers are required to reimburse the District the difference between the hotel rate and the allowable rate.



5. *If conference hotel rate confirmation documentation is not provided to the Procurement Services department, the traveler will be required to reimburse the District the difference between the hotel rate and the allowable rate.*

OUT-OF-CONTINENTAL UNITED STATES LODGING

1. Contact the Procurement Services Department if an Out-of-Continental United States trip is planned to discuss per diem and exchange rates.

INTERNET HOTEL PURCHASES

1. The District does not recommend using third-party booking sites, however, a traveler may book their hotel stay in advance using an Internet booking agency, e.g. www.hotels.com, www.travelocity.com, www.expedia.com, etc. The traveler must pay for the hotel stay from their personal monies in advance.
2. The traveler will be reimbursed the actual cost of the hotel room, provided it is less than the hotel per diem rate or conference hotel rate and all city, county and resort taxes. The District does not reimburse Texas State Occupancy taxes.
 - a) Cleaning fees will be reviewed and assessed on a case by case basis.
3. The Internet booking fee will be reimbursed if the total cost of the hotel room, including all taxes, except Texas State Occupancy tax, is less than the amount the District would have paid otherwise. The District, however, will reimburse Out-of-State Occupancy taxes if paid via Internet booking site.
4. The District prefers travelers do not use Internet booking sites except for the actual hotel websites – the receipts are difficult to get and taxes, cleaning fees, etc are usually lumped into the total cost.



MEALS

General Information

1. There is no reimbursement for meals on non-overnight trips. Student travel is the ONLY exception.
2. Meals are not provided for travel within the DFW Metroplex without Cabinet and Superintendent approval. Student travel is the ONLY exception.
3. All employees must utilize a local (199) budget or SFO budget for travel. When entering the Travel Request, if the travel is entered in a timely fashion, the meal per diem will be deposited in the traveler's direct deposit account no more than five (5) days in advance of the trip.
4. Any meals provided by the conference/class/event/hotel will be deducted from the per diem amount, before travel when possible.
5. All employees incurring expenses for business meals where business is discussed must record the attendees and their business relationship, in addition to the business purpose, subject discussed and benefit derived, time and place of the meal. This is an IRS requirement. Employees are expected to exercise discretion in respect to cost.
6. Meal allowances are determined as follows:
 - a) On travel days, the departure/return times entered into the General tab will determine the allowed meals.
 - a. On departure days, the traveler will get:
 - (a) Breakfast if they leave before 9:00 AM
 - (b) Lunch if they leave before 2:00 PM
 - (c) Dinner if they leave before 7:00 PM
 - b. On return days, the traveler will not get:
 - (a) Breakfast if they return after 7:00 AM
 - (b) Lunch if they return after 11:00 AM
 - (c) Dinner if they return after 5:00 PM
 - b) On the other days, the traveler will get 100% of the meal allowance, less any meals provided by the conference/class/event/hotel.
7. Meals (banquets, luncheons, etc.) are frequently included in registration fees. All charges for meals are subject to approval by the appropriate budget owner, immediate supervisor and/or cabinet staff member, or the superintendent, depending on the trip destination.
8. Meals provided as part of the professional activity of the event, will be allowed at their actual cost; the meal per diem rate shall be reduced at the following rates:
 - a) Employee Travel: \$20 for breakfast, \$22 for lunch, \$33 for dinner
 - b) Non-Employee (Board Trustee and District Key Officials) Travel: \$40 for breakfast, \$44 for lunch, \$66 for dinner
 - c) Employee/Student (Athletics) Travel: \$8 for breakfast, \$12 for lunch, \$20
 - d) Student Travel: \$16 for breakfast, \$19 for lunch, \$28 for dinner
9. Reimbursement for meals within the Dallas-Fort Worth Metroplex or non-overnight business trips requires prior approval by a cabinet staff member and the Superintendent.
10. If any meals are provided by the conference/class/hotel/event, they will be removed from the meal



allotment regardless of whether the traveler eats the meals. Medical reasons are the only exception.

11. Tips and gratuities are not reimbursable.

In-State and Out-of-State Meals

1. Meals will be advanced at the rates below:
 - a) Employee Travel: \$20 for breakfast, \$22 for lunch, \$33 for dinner
 - b) Non-Employee (Board Trustee and District Key Officials) Travel: \$40 for breakfast, \$44 for lunch, \$66 for dinner
 - c) Employee/Student (Athletics) Travel: \$8 for breakfast, \$12 for lunch, \$20
 - d) Student Travel: \$16 for breakfast, \$19 for lunch, \$28 for dinner

Grant Travel Meals

1. Grant accounts may not be used for Meals.
 - a) An exception will be made for departments without a local budget – please contact Procurement Services for more information.

Out-of-Continental United States Meals

1. Contact the Travel Department if an Out-of-Continental United States trip is planned to discuss per diem and exchange rates.

Student Meals

1. The advance for meals requires a signature from the students and sponsors on the trip certifying they have received funds and a signature of traveler certifying disbursement of funds. The signatures will be recorded on the Student Per Diem for Meals Form. (Appendix A)
 - a) If a District/Department credit card is used for student meals, only a student/sponsor signature is required, no amount necessary.
2. Meal rates for non-overnight trips are advanced/reimbursed based on the departure/return time entered in the General tab.
 - a) On departure days, the traveler will get:
 - a. Breakfast if they leave before 9:00 AM
 - b. Lunch if they leave before 2:00 PM
 - c. Dinner if they leave before 7:00 PM
 - b) On return days, the traveler will not get:
 - a. Breakfast if they return after 7:00 AM
 - b. Lunch if they return after 11:00 AM
 - c. Dinner if they return after 5:00 PM
3. Service charges charged by a restaurant for large groups will be reimbursed for student travel only. Tips/Gratuities are not allowable costs.



REGISTRATION

1. A fully approved Travel Request is required to pay registration. The registration information/form will need to be uploaded to the Registration tab. It will need to show the dates and price of the conference/class/event.
2. The Travel Request shall be processed in a timely manner necessary to take advantage of early registration discounts.
3. Use budget (object) code # 6411 (employees), 6412 (students) or 6419 (non-District employees).
 - a) An exception will be made for SFO budgets where a 64XX budget is not created.
4. The original registration/confirmation form must be to the expense report.
5. A copy of the registration form and documentation verifying the conference/convention, etc., must be attached to Travel Request and sent to the Procurement Services department.
6. If the traveler pays for registration in advance versus allowing the District to pay via Travel Request, they will be reimbursed upon their Expense Report being reconciled – up to 60 business days after their return.
7. Tours, side trips, and the like shall not be paid/reimbursed by the District.



OTHER EXPENSES

1. Airport parking shall be paid/reimbursed with itemized receipts, which must indicate, at minimum, amount, date and location. The traveler should exercise judgment by weighing cost against other factors when considering the duration, type and location of alternate types of parking.
2. Parking fees are paid/reimbursed upon presentation of itemized receipts, which must indicate, at a minimum, amount, date and location.
3. **Tips and gratuities are not reimbursable.**
4. Necessary taxi or shuttle trips shall be reimbursed for travel to or from home, airport, lodging, conference, etc. Itemized receipts shall indicate, at minimum, *TO* and *FROM* locations (i.e. hotel to airport), amount and date.
 - a) Uber/Lyft receipts must show TO and FROM locations and total charges, including tips (which will not be reimbursed).
5. Traveler may request reimbursement for expenditures for gasoline (if renting a vehicle) if approved by the budget owner and accompanied by a dated and itemized receipt.
6. Telephone calls are not reimbursable unless they are related to District business. Traveler must initial each call to be reimbursed on the hotel bill.
7. When an employee chooses to take his or her spouse, family or other companion, the employee shall pay the expenses for that person(s).
8. Airline baggage fees will be paid/reimbursed upon presentation of an itemized and dated receipt, if the traveler pays out of pocket.



ADVANCE

1. A travel advance of a reasonable amount of money shall be made from the estimates on Travel Request when submitted to the Procurement Services Department.
2. The Meals will be advanced to the traveler's direct deposit account one to seven days before the trip – dependent on when the travel request was received in Procurement Services.
 - a) A traveler may select to use a District/Department card for meals. All receipts will be required for any charges made to the card. Tips and gratuities are not reimbursable.
3. The traveler will be notified via email that a District/Department card has been funded for Lodging, Taxi/Uber/Lyft, Registration, Airfare, etc.
 - a) The card will be funded as soon as the travel is fully approved to cover pre-trip costs.
4. The traveler will be notified once the Expense Report has been fully reviewed if funds are owed back to the District and which paycheck the funds will be removed from.



BEFORE THE TRIP

1. Go to www.fwisd.org/travel. Fill out the Travel Tool to show travel costs to be entered on the Travel Request.
2. Fill in the necessary tabs on the Travel Request. (The Travel website has the most current Travel Request entry information.)
3. If the traveler decides to cancel the trip after obtaining the appropriate approvals on Travel Request, the traveler must contact the Procurement Services Department to cancel the Travel Request. The traveler must also contact the hotel and the rental car company to cancel the reservations and airline to cancel the airline ticket. If the traveler does not cancel their hotel/rental car reservation, the traveler will be responsible for all costs.
4. If another traveler is going, that other traveler needs to have his/her own Travel Request and obtain all the appropriate approval for the trip. Approved Travel Requests cannot be adjusted.
5. Use one Travel Request per person per trip. The exception is two or more consecutive trips when the traveler goes from the first trip to the second one without returning home. In this case, use only one Travel Request for both trips.
6. More than one budget number can be entered on Travel Request.
7. Meals can only be funded by a 199 Local or SFO budget.
8. Include all the trip expenses to be paid through Travel Request (i.e. auto mileage, taxi, shuttle, meals, parking, gas, other expenses, etc.)
9. If the traveler is purchasing their own airfare or registration, please change the payment type to Reimbursement on Travel Request. The traveler will not be reimbursed until after their Travel Request has been reconciled after the trip – up to 60 business days after the traveler's return.
10. It is the traveler's responsibility to verify/confirm that all appropriate approvers approved the Travel Request and it should be received in Procurement Services no later than five (5) days prior to the trip to allow for proper processing.



AFTER THE TRIP

Reconciliation - Required Documentation

1. Travelers are required to reconcile their trip within five (5) business days after completion of the trip via the Expense Report in ERP.
2. If any unauthorized expenses were incurred during the trip (extra travel days requested by supervisor, any expenses over the amount authorized on Travel Request.) the traveler must obtain the approval all signers of the Travel Request via email authorizing the additional monies.
3. The traveler must scan the following documents into the Expense Report for reconciliation:
 - a) Boarding Pass(es)
 - b) Registration Receipts
 - c) Car Rental Receipt
 - a. If they are billing the District, do NOT allow them to charge the Travel Card, but attach the receipt in the Expense report
 - d) Rental Gas Receipts – *for the rental car only*
 - e) Itemized Hotel Receipts
 - a. The District does NOT reimburse Texas State Hotel Occupancy Tax
 - b. Ensure the hotel bill has the room rate and any taxes paid (city, county, etc) for each night
 - f) Parking Receipts
 - a. Need to show date and cost – either printed or signed by the parking attendant
 - g) Taxi/Shuttle/Transportation Receipts
 - a. Must have to and from destination, cost and date
 - b. The District does NOT reimburse Tips
 - c. Uber/LYFT receipts must show TO and FROM locations and total charges, including tips
 - h) Tolls (if any)
 - i) Baggage fee receipts
 - j) Any other receipts
 - k) Travel Agreement Form
 - l) **Itemized receipts for ALL items charged on the Travel Card are required. Any charges that are not substantiated by an itemized receipt will be the responsibility of the traveler.**
 - a. *Note: An itemized receipt is required for all purchases made on the District Travel Card. An itemized receipt means that the receipt contains the vendor name and the date of purchase printed on the receipt, as well as a specific description and price for each item purchased.*
4. Balances due the traveler will be reimbursed on the employee's paycheck once all Travel Card charges have been received. The reconciliation process takes approximately thirty (30) business days for the Procurement Services department to complete once the Expense Report has been fully approved in ERP.
5. Balances due the District will be deducted from a future paycheck. The traveler will be notified of the amount due and the paycheck date.



6. Unauthorized/disapproved expenses incurred by an employee become the sole responsibility of that employee and shall not be paid or reimbursed by the District. The final approval or disapproval of the business office may be reviewed by the Superintendent or designee(s).



SPECIAL CIRCUMSTANCES

Single Day Trips

1. A single day trip outside the Dallas/Fort Worth Metroplex requires a Travel Request if any costs are to be reimbursed.
 - a) Mileage and Parking are typically the expenses that will be reimbursed.
2. Meals will not be reimbursed for any single day trips – except for student travel.
3. Contact the Procurement Services Department for more information

DFW Metroplex Travel

1. Reimbursement for meals within the Dallas-Fort Worth Metroplex or non-overnight business trips requires prior approval by a cabinet staff member and the Superintendent.
2. Reimbursement for lodging within the Dallas-Fort Worth Metroplex requires prior approval by a cabinet staff member and the Superintendent.

The Dallas-Fort Worth Metroplex is considered Tarrant and Dallas counties and any contiguous (touching) counties.



Appendixes

- A. Student Trip Meals
- B. Where to find travel information



Appendix A – Student Trip Meals

Student/Sponsor Travel

1. All charges for meals are subject to approval by the appropriate budget owner, immediate supervisor and/or cabinet staff member, or the superintendent depending on the trip destination.
2. Meal Allowances are determined by the time of departure and return.
3. The meal per diem rate will be reduced based on the following amounts:
 - Student Travel
 - a. Breakfast - \$16 (Student)
 - b. Lunch - \$19 (Student)
 - c. Dinner - \$28 (Student)
 - Employee/Student Travel (Athletics)
 - a. Breakfast - \$8 (Student)
 - b. Lunch - \$12 (Student)
 - c. Dinner - \$20 (Student)
4. Meal rates for non-overnight trips are advanced/reimbursed for the meals allowed.
5. Please make copies of the second sheet as necessary to allow each student/sponsor to sign.
- 6. The Traveler is responsible for collecting unused funds from each student/sponsor.**

Required Documentation

All students/sponsors on the trip must sign, certifying the disbursement of funds.

If a District/Department credit card is used, please have each student/sponsor sign certifying they were fed.

The traveler must sign at the bottom, certifying the student(s)/sponsor(s) went on the trip and FWISD paid for meals - whether through disbursement of funds or payment to the vendor.

If a cash card is utilized, the ATM receipt(s) must be provided to Procurement Services



Student/Sponsor Travel Receipt

Dates of Travel _____ Travel Request # _____

Destination _____

Difference of Dollars Given vs. Dollars Spent will be due back to FWISD.

	Date	Name (Print)	Name (Signature)	Dollars Given	Dollars Spent	Diff
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Totals						

Required Documentation

A signature from the students/sponsors on the trip is required to certify they have received funds/had meals provided for them. The student/sponsor signature denotes that no unspent cash was kept by the student/sponsor. This constitutes a receipt for District funds spent.

Traveler's Signature _____
(Person named on the Travel Request)

The Traveler's signature denotes that the above student(s)/sponsor(s) went on the trip, were given FWISD funds and any unspent funds were returned to the District. This document must be returned to Purchasing with 5 days of return with all other reconciliation documentation.

Rev 2/2026



Appendix B – Where to find Travel Information

FWISD Travel Website: <https://www.fwisd.org/domain/2003>

Back of the Net Travel – How to complete the Travel Request

Travel Tool

Travel Manual

