

ASCENDER “HOW TO ENTER PO’S” FOR TRAVEL

AIRFARE

- Get a quote or estimated price for airfare.
- Enter a requisition in ASCENDER to the approved vendor that needs to be paid (**not Capital One**). The approved vendor selected should have "CC" on the end. Example: "American Airlines-CC"
- In the location marked "Order For" enter who the travel purchase is for
- In the location marked "Reason" enter the reason for the purchase
- In the location marked “Bid Nbr.” enter: Travel - Airfare
- In the location marked “Description” or “Long Description” section include: Name, Date, and Location of conference, list of staff per airfare. **Or** add notes in the “line item notes” that includes:
 - Who: Bernice Gonzales
 - What: Learning Forward Conference Lodging
 - When: Dec. 2nd-6th, 2023
 - Where: Austin, TX
- Attach approved Laserfiche Travel Request form and supporting documents.
- Once the PO is approved, contact Accounts Payable to make sure that a Credit Card is available.
- Provide the approved PO when signing out a credit card.
- When signing the Credit Card back in, bring the receipt that will need to be signed by your campus principal/administrator.

Reminders

- Double check your expenses are correct on the form and Ascender.
- Have an approved PO beforehand. (this an assurance that the airfare will be paid by LEISD.
- Personal credit cards are for emergency use only, which will need prior approval by an Assistant Superintendent/CFO.
- Airline tickets should **not** be purchased through any ticket agency or online prior to receiving an approved purchase order from Business Services.
- The District will only reimburse for coach class fare.
- If a signed receipt is not submitted, the employee will need to reimburse the District.
- Consider all options before choosing the method of transportation to an event. Factor in all expenses necessary when deciding whether to fly.

LODGING

- Obtain conference details for designated conference lodging.
- Enter a requisition in ASCENDER to the approved vendor being paid (**not Capital One**). The approved vendor selected should have "CC" on the end. Example: "Marriott-CC"
- In the location marked "Order For" enter who the purchase is for
- In the location marked "Reason" enter the reason for the purchase
- In the location marked "Bid Nbr." enter Travel - Lodging
- In the location marked "Description" or "Long Description" section include: Name, Date, and Location of conference, Number of rooms booked and list of staff per room, **Or** add notes in the "line item notes" that includes:
 - Who: Bernice Gonzales
 - What: Learning Forward Conference Lodging
 - When: Dec. 2nd-6th, 2023
 - Where: Austin, TX
- Attach the approved Laserfiche Travel Request form and supporting documents.
- Once the PO is approved, contact Accounts Payable to make sure that a Credit Card is available.
- Provide the approved PO when signing out a credit card.

Reminder

- Lodging will be paid by the District via credit card or check and paid directly to the hotel. A PO must be submitted with attached approved Laserfiche Travel Request form and a copy of your confirmation, parking, etc. The District employee must pick up the credit card or check from Business Services and deliver to the hotel during check-in.
- No Texas state hotel occupancy or sales tax. Little Elm ISD is **not** exempt from out of state, city or county occupancy taxes.
- When staying at a hotel, employees should complete a **Texas Hotel Occupancy Tax Exemption Certificate** (at time of check-in) to avoid state occupancy tax. If the employee fails to submit a Texas Hotel Occupancy Tax Exemption Certificate and is charged the state tax, Little Elm ISD will **not** be responsible for that portion of the hotel expense.
- If no designated lodging listed or available, use gsa.gov/perdiem for lodging rate per location
- **NOTE:** For cost saving measures, it is recommended that traveler's share lodging arrangements where possible. If the hotel room is to be shared with another staff member, his/her name should be indicated on the travel receipt form.
- Provide lodging receipt within 10 days after return of travel.

MEALS

- Enter a requisition in ASCENDER to the traveler.
- In the location marked "Order For" enter who the purchase is for
- In the location marked "Reason" enter the reason for the purchase
- In the location marked "Bid Nbr." enter Travel - Meals
- In the location marked "Description" or "Long Description" section include: Meals for Name, Date, and Location of conference, with how many meals. **Or** add notes in the "line item note" that includes:
 - Who: Bernice Gonzales
 - What: Learning Forward Conference Lodging
 - When: Dec. 2nd-6th, 2023
 - Where: Austin, TX
- Attach the approved Laserfiche Travel Request form and supporting documents.
- Once the PO is approved, contact Accounts Payable for payment.

Eligible reimbursement for meal costs incurred during approved overnight travel shall be limited to the following:

Breakfast	\$12.00	(must leave by 6:00 a.m.)
Lunch	\$16.00	(must leave by 11:00 a.m.)
Dinner	\$26.00	(must return after 6:00 p.m.)

If eligible for the entire \$54.00 per diem for a full day of travel on an overnight trip, it may be used in different amounts for each meal; amounts greater than \$54 per day will not be reimbursed. ***Employees/Sponsors/Coaches traveling with students will be issued the student per diem rate.*

Reminder

- For overnight travel, expenses for meals shall be paid on a per diem basis, for which receipts shall not be required. Eligible meal reimbursement is applicable when an employee is away during the noted times and when a meal is not already provided.
- No receipts shall be required for expenses paid on a per diem basis.
- Non-Overnight Meals: Travel reimbursement for meal expenses when overnight lodging is not required is considered taxable income according to the IRS; therefore, meals **will not** be reimbursed unless overnight lodging is required.
- Meals provided at the conference/workshop/event and continental breakfast or any meals offered by the hotel are considered a provided meal and not reimbursable. Any exceptions must have pre-approval from the approving budget manager.
- **No reimbursements for:** any amounts in excess of the approved amount, alcohol or service fee's over 20%.

MILEAGE

- A District owned vehicle with a District CC for gas is the preferred method of transportation. Employees utilizing a personal vehicle to conduct official business will receive reimbursement at the current approved mileage rate. The **current mileage rate is \$0.725** cents per mile. Check the travel webpage for updates on mileage rates.

When local mileage is reimbursable, employees shall use the **Mileage Log** when logging mileage. The LEISD **District Mileage Chart** will be utilized when verifying travel to District locations. OPEN POs for mileage for the fiscal year is acceptable, however it is suggested to complete mileage on a semester basis or sooner due to the mileage rate change in January. ***attach the Mileage Log and PO for reimbursement.***

- Obtain conference details and Google Maps mileage.
- Enter a requisition in ASCENDER to the individual traveler
- In the location marked "Order For" enter who the purchase is for
- In the location marked "Reason" enter the reason for the purchase
- In the location marked "Bid Nbr." enter Travel - Mileage
- In the location marked "Description" or "Long Description" submit as open PO for district mileage or section include: Name, Date, and Location of conference receiving the mileage. **Or** add notes in the "line item notes" that includes:
 - Who: Bernice Gonzales
 - What: Learning Forward Conference Lodging
 - When: Dec. 2nd-6th, 2023
 - Where: Austin, TX
- Attach the approved Laserfiche Travel Request form and supporting documents.
- Once the PO is approved, contact Accounts Payable for payments.

Reminder

- A mileage reimbursement shall not be greater than the cost of a coach airfare.
- Odometer reading or mileage printout (i.e. Google Maps) is required for mileage verification from origination point (LEISD) to destination point per mile.
- The mileage reimbursement rate is inclusive of all expenses associated with the use of the employee's personal vehicle.
- When driving your personal vehicle, the school district insurance is not the primary insurance coverage in case of an accident. The driver's personal insurance is responsible for coverage.
- Only the employee driving may claim mileage reimbursement.
- If a stipend is in effect which covers/includes mileage, then being reimbursed for mileage would not be an option.

All forms can be found on the Purchasing webpage under the tab "Forms".

REGISTRATION FEES

- Registration fees are typically paid in advance by the District. It is standard LEISD practice for the District to pay for employee registration fees. If the provider of the event accepts POs as the method of payment, then it is the appropriate procedure. Advance payments of registration fees will be made to seminar providers only, not to the employee. When you forward the seminar paperwork to Business Services, you must **include a copy of the complete registration form and itinerary for our files**. The original registration form should be kept at the campus to be mailed with the check.

Conference information and registration detail showing cost should be attached to the travel request form and submitted with your requisition in ASCENDER. A personal credit card **should not** be used for registration.

Conference registrations are coded to object code 6411 (employee), 6412 (student) and 6419 (non-employee).

- Obtain conference registration details.
- Enter a requisition in ASCENDER to the conference vendor
- In the location marked "Order For" enter who the purchase is for
- In the location marked "Reason" enter the reason for the purchase
- In the location marked "Bid Nbr." enter Travel – PD Registration
- In the location marked "Description" or "Long Description" section include: list of names who the registration is for, name of conference, location and date **Or** add notes in the "line item notes" that includes:
 - Who: Bernice Gonzales
 - What: Learning Forward Conference Lodging
 - When: Dec. 2nd-6th, 2023
 - Where: Austin, TX
- Attach the approved Laserfiche Travel Request form and supporting documents.
- Once the PO is approved, contact Accounts Payable for payments.

If the employee traveling pays for registration on a personal card, the employee will receive reimbursement after trip concludes and the travel expense form is submitted with receipts.

VEHICLE RENTAL

The District uses Enterprise Rent-A-Car as the exclusive vehicle rental provider.

Rental Reservation Options (vendor # 98504)

- **Phone Reservation** - Call 1-800-RENT-A-CAR and give the provide the booking agent the Billing# and Account# (TXxxxxx) to the booking agent.

- **Online Reservation** - Go to **enterprise.com**, enter the location, date, time, and Account# for the rental and click "Continue" to search for available vehicles. A box will pop up requesting your Pin# to be entered. Choose the car class that is preferred. The next screen will be the Extra's screen, click "Continue to review". On the next screen, enter the renter's name, phone and email. Below, it will ask to confirm a business rental (if this is a business rental, click "yes"). It will ask if you are authorized in choosing to bill Little Elm ISD. Enter the Billing# and click on "continue" And on the next screen, click on "Reserve Now" to complete the reservation.
- When obtaining the vehicle, the employee will need to provide their name, reservation confirmation number, and a valid driver's license. A personal credit card is not needed.

Requisition/Purchase Order

Vehicle rentals are processed by Purchase Order and sent to the rental agency prior to the date of the rental.

- Enter a requisition in ASCENDER to the approved vendor (Enterprise Holdings) **not Capital One**.
- In the location marked "Bid Nbr." enter which: Purchasing Authority (State of Texas)
- In the location marked "Order For" enter who the purchase is for
- In the location marked "Reason" enter the reason for the purchase
- In the location marked "Bid Nbr." enter Travel – Car Rental
- In the location marked "Description" or "Long Description" enter a detailed description of purpose including: Name of the person who will be renting and driving the vehicle, Date(s) of the rental, Event & location of event, Rental confirmation #. **Or** add notes in the "line item notes" that includes:
 Who: Bernice Gonzales
 What: Learning Forward Conference Lodging
 When: Dec. 2nd-6th, 2023
 Where: Austin, TX
 Rental Confirmation# xxxxx

Account information: Enterprise – Little Elm Vendor# 98504

Location: Enterprise Rent-A-Car-09H8 850 W. Eldorado Parkway Little Elm, TX 75068

Office: 469-362-9125

Account # (Check ASCENDER for Vendor# 98504 to Enterprise Holdings in the "Local Use #1" section)

Pin # (Check ASCENDER for Vendor# 98504 to Enterprise Holdings in the "Local Use #1" section)

Billing # (Check ASCENDER for Vendor# 98504 to Enterprise Holdings in the "Local Use #2" section)

Reminders

- Have approved PO beforehand for vehicle rentals that are to be billed directly to the District.
- Reimbursement will be for applicable taxes and mandatory charges with receipt.
- Only District employees are authorized to drive rented vehicles.
- Personal effects insurance is not reimbursable and should be waived.
- Vehicle rental parking charges will be reimbursed if a detailed receipt is submitted.
- Vehicle rental toll Charges will be reimbursed with an official toll tag charge receipt/schedule.
- If renting a vehicle, you will need a purchase order to Capital One – CC for gas. Gas receipts will need to submit with your purchase order when reconciling.
- If you allow for a 2-hour window, an Enterprise representative will drop off the rental to you.

SUPPLIES AT CONFERENCES

- Some vendors at conferences will offer discounted prices for supplies. The District allows Blanket POs for purchasing supplies at conferences if budget funds are available. The vendor must be an approved vendor by LEISD. A signed PO is required before the trip. Original vendor receipts, cancelled checks, and copies of employee credit card statements are required as supporting documentation for such purchases.
 - Enter a requisition in ASCENDER to the vendor
 - In the location marked "Order For" enter who the purchase is for
 - In the location marked "Reason" enter the reason for the purchase
 - In the location marked "Bid Nbr." enter Open Po for Conference Supplies
 - In the location marked "Description" or "Long Description" section include: Open Po for Conference Supplies and add notes in the "line item notes" that includes:
 - Who: Bernice Gonzales
 - What: Learning Forward Conference Lodging
 - When: Dec. 2nd-6th, 2023
 - Where: Austin, TX
 - Attach the approved Laserfiche Travel Request form and supporting documents.

TRAVEL EXPENSES – STUDENTS

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the Superintendent or designee. Any out-of-state trips taken by student organizations or other student groups shall require approval from the Superintendent. Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise

permitted in administrative regulations [Student Activities Travel (FMG LOCAL)]. Student travel procedures should follow the same as employee for airfare, lodging, misc. expenses except the meals per diem.

Meals - Students will receive meal allotment at the current rate listed on LEISD's Travel Webpage. Any amount greater will not be allowed. No receipts are required for student meal money however; the employee sponsoring the trip must certify the date students receiving funds for meals. Sponsor may be required to validate the actual costs with receipts, as appropriate. If the actual costs are less than the advanced rate, the sponsor must return the unspent funds to the District within 10 days of the travel return date.

Meals purchased by the school for group student travel on authorized school trips are exempt from the sales tax only if the school contracts for meals. (This would also apply for banquets for school groups.) Generally, the meal must be paid for with a school check and the eating establishment must be provided with an exemption certificate.

Breakfast	\$8.00	(must leave by 6:00 a.m.)
Lunch	\$12.00	(must leave by 11:00 a.m.)
Dinner	\$18.00	(must return after 6:00 p.m.)

If eligible for the entire \$38.00 per diem for a full day of travel or an overnight trip, it may be used in different amounts for each meal; amounts greater than \$38 per day will not be reimbursed.

STUDENT LASERFICHE TRAVEL FORMS

Employees (sponsors/coaches) requesting student sponsored trips shall utilize the **LASERFICHE Travel Request Form** and check yes that students (Laserfiche form field "Travel Designation") will be traveling to request travel funds for student trips. The immediate supervisor of the employee sponsoring the trip must approve all student travel requests. A roster of students and sponsors attending the function must be included with all requests. Make sure to include sponsors/coaches expenses as well.

Once the trip has concluded, the sponsor shall submit the **LASERFICHE Travel Request Form/Reconciliation Form**, to include necessary receipts of expenses. If students are given the money to spend on meals, receipts are not required; however, students and sponsor(s) attending must sign and date receiving meal amounts per day. Any excess funds from advanced student meal funds (for students who did not travel) and the list must be returned to Business Services within 10 business days of returning.

Reminder

- Student meal allotments shall be followed for both students and employees in attendance for special events, day-trips for UIL, sporting events, etc. Event documentation required.

- If cash is given to each student as well as staff members, be sure to submit a roster list that each student has signed.
- The sponsor should complete a Texas Hotel Occupancy/Tax Exemption Certificate to avoid state occupancy tax. If the sponsor fails to submit a Texas Hotel Occupancy Tax Exemption Certificate and is charged the state tax, Little Elm ISD will not be responsible for that portion of the hotel expense. LEISD is not exempt from County and City occupancy tax.
- **NOTE:** Booster clubs, PTA's and other associated groups may not use the District's tax exemption certificate or employer identification number. By law, these groups must obtain their own tax exemption status and employer identification number. Individual members of the groups may not claim exemption from sales tax on meals they purchase while on a school of school district authorized trip.
- Little Elm ISD is not Exempt from out of state, city or county occupancy taxes.