



2025-2026 TRAVEL CARD MANUAL

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Glossary Terms

1. Allowable out-of-pocket expenses - Unallowed expenses using the travel card but reimbursable using personal funds, including a personal credit/debit card.
2. Approved merchant - A travel-based retailer approved by the district for participation in the Travel Card Program. A complete list of approved merchant types can be found [here](#).
3. Zero balance - All receipts must reflect a zero balance or other notation indicating full payment has been made.
4. Business day - A day the District is open for business.
5. Statement date - The date that the monthly travel card statement is generated.
6. Cardholder – A District employee to whom a travel card has been issued.



GENERAL

The Dallas ISD Travel Card Program has been established to provide a convenient means with which to make purchases and allows the cardholder to charge work-related travel expenses directly to the appropriate account. The Travel Card is an efficient, cost-effective method of paying for travel-related transactions. Each Travel Card is issued to a District employee responsible for its proper use. This program, explicitly designated for the district's chief officers and Human Capital Management recruiters, is designed as an alternative to the traditional reimbursement and purchasing process for travel-related expenses. The Travel Card can be used with any approved merchant accepting Visa as a payment form.

Certain added responsibilities come with using the Travel Card because purchases are made directly by the Cardholder. Cardholders will be subject to the district's travel and expense policy DEE (Regulation) and CAA (LOCAL). It is incumbent on the Cardholder to ensure that the district's purchasing policies are followed and that purchases are made within established purchasing procedures and the procedures provided herein. Cardholders will be held personally liable for any charges violating the district's Travel Card procedures.

OBTAINING A CARD

Cards are issued at the recommendation of the Department Head.

- To obtain an individual Travel Card:
 - Step 1: The employee completes the online Travel Card training
 - Step 2: The employee completes the Travel Card Application and Travel Card Agreement as a single online form and optionally attaches the Proxy Access Request form before submitting.
 - Step 3: The Travel Card Application is routed for approval and processing. Once completed, the employee's travel card is ordered.
 - Step 4: The employee is contacted by Treasury Services to retrieve the travel card at 9400 North Central Expressway, Suite 1520. The employee is required to sign when picking up the card.

BILLING CYCLE

A billing cycle (referred to simply as 'cycle') is approximately 30 calendar days and will begin on approximately the 1st of each month and end on approximately the 1st of the following month.

CREDIT LIMIT

All Travel Cards have monthly Cardholder spending limits. These limits automatically "refresh" on the 1st day of each month. Each Cardholder will receive information on the limit of his/her card when issued.

MAKING A PURCHASE

The process for purchasing using the Travel Card is very similar to those used when making a purchase with any commercial credit card. A purchase made with a Travel Card may be made by telephone or the internet. Please use with extra care on the internet by checking first to make sure that it is a secure website. When giving your Travel Card number out, verify who is receiving the card information. When making a purchase, follow the following steps:

- Confirm that the purchase is appropriate for the Travel Card by referring to the list of Travel Card Allowable Expenses below.
- Practice due diligence to ensure the best possible value is obtained.
- When using federal funds, a Special Revenue Funds Management (SRFM) [Prior Approval Travel Form](#) (see XIII – Exhibits) must be approved before travel is booked or paid. Approval after booking is not allowable.
- Proceed to travel. Be sure to retain detailed paper or digital copies of the sales receipts. Receipts must be readily available for audit. Improper documentation may result in payroll deduction or loss of the travel card.

USES OF TRAVEL CARD

Only lodging and certain transportation expenses may be charged to the travel card. This is a more restricted list of expenses than can be reimbursed under DEE (Regulation). Details by Expense Type are noted below. There are controls embedded into the travel card program to prevent unallowable purchases (see Merchant Category Code list on page 19). Transactions will also be reviewed for compliance.

Expense Type	Travel Card Allowable Expense	Reimbursable Expense Per DEE (Regulation)	Federal grant allowable expense
Lodging includes local tax, parking, internet, and telephone fees ONLY	YES	YES	GSA rates <i>only</i> . Internet and telephone fees are not allowed
Out-of-State Hotel Tax	YES	YES	YES
Texas Hotel Occupancy Tax	NO	NO	NO
Airfare	YES	YES	YES
Baggage fees	YES	YES	YES
City-to-city train and bus transportation in lieu of airfare	YES	YES	YES
Car Rental and gasoline	YES	YES	YES
Parking	YES	YES	YES
Ride Share (for example Lyft, Uber)	YES	YES	YES (between airport, hotel, and dining location (within 10 miles roundtrip) and business location)
Gasoline for personal vehicle	NO	NO	NO
Alcohol	NO	NO	NO
Meals (reimbursement based on receipts)	YES	YES	YES
Meal Per Diem	NO	YES	NO
Registration	NO	YES	NO
An item or service that must be formally procured	NO	NO	NO
Cash Advances	NO	NO	NO
Luxury items (Handbags, Clothing, Personal items)	NO	NO	NO
Construction, Renovation, or Installation Services	NO	NO	NO

Expense Type	Travel Card Allowable Expense	Reimbursable Expense Per DEE (Regulation)	Federal grant allowable expense
Professional and Consulting Services	NO	NO	NO
Medical Services	NO	NO	NO
Maintenance/Service Agreements requiring a signed agreement, and Software Licensing Agreements requiring signatures	NO	NO	NO
Intellectual Property (e.g., Photography services, webpage/software development)	NO	NO	NO
Personal items or loans	NO	NO	NO
Gift Cards	NO	NO	NO
Gifts for students or staff	NO	NO	NO

DUTIES AND RESPONSIBILITIES

Cardholder

The Cardholder shall utilize the Travel Card for work-related travel expenses that align with his or her assigned duties and responsibilities. The Cardholder is responsible for following the guidelines for purchases, selection of Merchants, security of cards, and statement reconciliation in iExpense for each Travel Card transaction. When the travel cardholder logs into iExpense, they see all expenditures and can choose which ones to add to their Expense Report. The employee can then add non-card items (e.g., per-diem) to get reimbursed. Per standard iExpense procedure, the employee must add the business purpose and transaction descriptions for each expense line item and attach receipts for each transaction that requires receipts.

Cardholders whose travel is funded in whole or in part by federal programs shall comply with the Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (2 CFR Part 200, Subpart E). Each federally funded expense must be allowable, allocable, reasonable, and necessary to accomplish approved grant objectives. Travelers must obtain prior approval from Special Revenue Funds Management (SRFM) before making travel arrangements, and all supporting documentation including the approved Prior Approval Form, itemized receipts, and proof of attendance must be uploaded in iExpense.

When using federal funds for air travel, the Cardholder shall comply with the Fly America Act (49 U.S.C. § 40118) and ensure that flights are booked on U.S. flag carriers when available. The traveler can find the [complete list of certified U.S. flag air carriers on transportation.gov](#). Failure to comply with these requirements may result in disallowance of charges, personal reimbursement to the District, or suspension of card privileges.



The following documentation is required for each federally funded trip:

Document	Purpose	Federal Reference
SRFM Prior Approval Form (w/SRFM approval))	Demonstrates preauthorization under 2 CFR §200.407 and TEA guidance	2 CFR § 200.403; 2 CFR § 200.407; TEA General Provisions and Assurances Part II (B)(6)
Itemized Receipts with Zero Balance (hotel, airfare, baggage, parking, etc.)	Evidence of actual expenditure; must show vendor name, date and detailed charges	2 CFR § 200.302(b)(3)
Proof of Attendance (certificate, badge)	Demonstrates allocability and purpose under the funded program	2 CFR § 200.403(a)
Agenda	Demonstrates allocability and allowability under funded program	2 CFR § 200.403(a)
External Justification Form completed and signed	Explains connection between travel and grant objectives	2 CFR § 200.404
Fly America Act Documentation	Confirms U.S. carrier use or valid exception	49 U.S.C. §40118; 41 CFR §301-10 Subpart B
Meal Receipts	Required for federally funded trips. Receipts must be itemized	2 CFR § 200.475(b)

Failure to attach the required documentation may result in disallowance of charges, payroll deduction, or loss of travel card privileges. Federally funded travelers must also comply with the procedures outlined in the Special Revenue Funds Management (SRFM) Manual.

Accounts Payable

Accounts Payable will oversee all Travel Card requests, approvals, training guidance, reconciliations, and payment of Travel Card transactions. Accounts payable will also monitor transactions for prohibited expenses and submit payment to the depository for Travel Card transactions. Accounts Payable will review transactions for compliance with DEE (REGULATION) and submit non-compliant transactions for payroll reduction if necessary.

Treasury Services

Treasury Services will be responsible for ordering and issuing all Travel Cards, including but not limited to the management of cardholder pickups and deactivation. Treasury Services will also manage all lost or stolen Travel Cards.

Special Revenue Funds Management

The Special Revenue Funds Management Department is responsible for all aspects of grants travel compliance. The SRFM personnel activities will include but are not limited to the approval of outside the state of Texas travel destinations, the training on grant travel procedures and the review of all travel expenditures utilizing grant funds for the adherence to federal and state grant travel regulations.

Professional Standards Office

The Professional Standards Office will create the Manual for the Dallas ISD Travel Card Program based on recommendations provided by Accounts Payable and Special Revenue Funds Management. Professional Standards will conduct routine data analytics to detect possible fraudulent transactions in accordance with CAA (LOCAL).

Office of Internal Audit

Internal Audit will review the Superintendent of Schools transactions in addition to all other transactions processed into the Superintendent's account on a quarterly basis.

TRAVEL CARD CONTROLS

The responsibility for financial control of the Travel Card rests with the cardholder responsible for ensuring that purchasing duties are performed with competence and honesty. The cardholder's Supervisor is responsible for monitoring the compliance of employee spending. The appropriate use of the Travel Card lies not only with the cardholder but also with the approving Supervisor. **Improper use of the card may result in revocation of the card, disciplinary action up to and including termination, or any legal means deemed appropriate by the Superintendent of Schools or the Superintendent's Designee.**

The following are examples of internal controls:

- Approving Travel Card applications;
- Ensuring Travel Cards are appropriately secured;
- Assuring that all Travel Card holders comply with policies and procedures.

Declined Transactions

If a Vendor receives a "Decline" after attempting to process a Travel Card transaction, Cardholders must contact Accounts Payable by phone at 972-925-3860 or online with the following information for resolution:

- Card number
- Business where decline occurred
- Total transaction amount of the decline
- Date the decline occurred

Fraudulent Charges found on a Travel Card.

If the Cardholder becomes aware of, or in the routine review of cardholder transactions, finds that fraudulent charges have been made to their card, the Cardholder must immediately contact Wells Fargo Bank 24/7 Customer Service at 1-800-932-0036. This number is also printed on the reverse side of the card. After contacting Wells Fargo Bank, notify Treasury Services online at treasury@dallasisd.org or by phone at 972-925-3812. Prompt action can reduce the district's liability for fraudulent activity.

Travel Card Receipts

It is every Cardholder's responsibility to ensure there is an itemized receipt for each purchase. The credit card charge slip is not considered adequate documentation. If a receipt is lost or stolen, the Cardholder is required to secure a duplicate copy of the receipt. **If no supporting receipt is provided, the charges become the personal responsibility of the Cardholder. Funds are due within 30 days from the statement date by employee to payback via RevTrak or at the Treasury window. Every transaction must be added to the expense report no later than 10 days after posting to i-expense.** Split receipts are not allowed for any Travel Card transaction. Split Receipts occur when a cardholder uses multiple payment sources to settle the cost of a single transaction.

Please review the SRFM Travel checklist for the best guidance on required documentation to support grant expenditures.

Sales Tax

The District is tax-exempt and should not pay sales tax. The cardholder is responsible for providing a copy of the District's Texas Sales and Use Tax Exemption Certificate when making purchases of eligible tax-exempt goods with the travel card. The cardholder is responsible for providing a copy of the District's Hotel Tax Exemption Certificate when using the Travel card for overnight travel in Texas. The Cardholder will be responsible for reimbursing the district for any sales tax charged on eligible tax-exempt purchases within 30 days of the transaction.

Credits and Disputed Charges

If there is a problem with a purchased item, service, or charge, the Cardholder will first attempt to resolve the issue directly with the merchant. All returns shall be reimbursed by credit to the Cardholder's account. Cash refunds for returns are prohibited. A review of future statements is vital to ensure the account is properly credited for returns, credits, and disputed charges.

Credits: If the Vendor accepts an item as a return, a credit for this item should appear on the following month's statement. Disputed Charges: If a Cardholder finds a discrepancy on a monthly statement, the Cardholder should contact the Merchant and attempt to resolve the problem directly. If a Cardholder cannot resolve a disputed item directly with the Merchant, the Cardholder should dispute the transaction by contacting Wells Fargo at 1-800-932-0036 and notify Treasury Services online at treasury@dallasisd.org or by phone at 972-925-3812.

Security of the Travel Card

The Cardholder is responsible for the security of the card. The Travel Card account number should not be posted in a work area. It should be kept in a secure location. The only person authorized to use the individual Travel Card is the Cardholder whose name appears on the card. The card is to be used for District business purposes only. The card is not intended for personal use, and the Cardholder is fully liable for such use. Personal purchases will be considered misappropriation of District funds, and immediate reimbursement will be expected within the following statement period. The Supervisor must determine how to secure the cards. In some



areas, it is more appropriate for individuals to carry the card. If not, the cards must be stored in a secure place, such as a safe, locked cabinet, or locked location in the business office.

Employee Separation

The Travel Card must be returned to Treasury Services upon separation from employment with the Dallas Independent School District before separation is finalized. Treasury Services is located at 9400 North Central Expressway Suite 1520, Dallas, Texas 75231.

Employee Transfer

In the event of a transfer to another position or location within the district that also requires a Travel Card, it may be necessary to cancel and reorder a new Travel Card. Report the transfer to Accounts Payable. If the new position does not require a Travel Card, the card must be returned to Treasury Services and deactivated.

Lost or Stolen Cards

It is the responsibility of the Cardholder to keep the Travel Card safe and secure. If a card is lost or stolen, immediately contact Wells Fargo Bank Customer Service at 1-800-932-0036. The number is referenced on the reverse side of the card. After contacting Wells Fargo Bank, notify Treasury Services at treasury@dallasisd.org. Prompt action can reduce the district's liability for fraudulent activity.

DOCUMENTATION AND RECONCILIATION

Legible documentation must support the legitimate business purpose of all transactions made with the Travel Card. Documentation should include the name of the merchant, the date, the item(s)' description and pricing, ancillary charges, and the total amount of the transaction. Supporting documentation must clearly identify and affirm the cardholder's role in the purchase, including his/her authorization, and each receipt must match the charge on the card. Only the District's main address of 9400 North Central Expressway, Dallas Texas, 75231 is to be used as the billing address when booking travel. The Accounts Payable Department will regularly review cardholder transactions for unreconciled charges. Cardholders must add all expenses to expense reports with the proper receipts attached and submit receipts to management for approval. It is every Cardholder's responsibility to ensure there is an itemized receipt for each purchase. Failure to timely submit a dated, detailed receipt may result in a payroll deduction. Travel Card purchases must be supported by the following receipts:

- Paid lodging receipt with a zero dollar balance - See Exhibit II
- Detailed actual sales receipt for baggage fees / parking – See Exhibit III
- Dated detailed airline receipt - See Exhibit IV

At the completion of each trip, or monthly, whichever is earlier, the cardholder must reconcile all Travel Card transactions in iExpense and attached the receipt.



Cardholders whose travel is funded by federal or grant programs must also attach the additional documentation specified under “Duties and Responsibilities” including the SRFM Prior Approval Travel Form, proof of attendance, business justification, and Fly America Act documentation, when applicable.

All travel with grant funds should be reconciled within ten business days following the conclusion of the trip or no later than July 20th for end of the grant year travel. All federally funded travel documentation shall be retained for at least five (5) years following the end of the grant period in accordance with 2 CFR §200.334.

PENALTIES

Improper use of the card may result in revocation of the card, disciplinary action up to and including termination, or any legal means deemed appropriate by the Superintendent of Schools or the Superintendent’s Designee.

EMPLOYEE TRAVEL CARD AGREEMENT

I, _____, hereby request a Travel Card through the Dallas Independent School District (Dallas ISD) Travel Card Program. As a cardholder:

I UNDERSTAND and AGREE

- I must comply with all District policies and District Travel guidelines listed in DEE (REGULATION)
- I accept full personal responsibility for the safekeeping of the Travel Card, and I am responsible for all purchases made on the card.
- I understand that I will be held financially liable for any transaction that violates District policy or the Travel Card Manual established herein. All purchases must be made in compliance with District Travel procedures, and any purchase made in violation of those procedures will be my responsibility to pay. I will NOT use the Travel Card for non-District-related travel expenses, unauthorized purchases, or personal purchases. I understand that improper use of the card may result in revocation of the card, disciplinary action up to and including termination, or any legal means deemed appropriate by the Superintendent of Schools or the Superintendent's Designee.
- I understand the Travel Card may only be used for the allowable expenses listed under "Travel Card Allowable Expense" above. If I am uncertain whether a purchase is allowable, I will contact the Travel Card Administrator in Accounts Payable prior to the purchase. *I understand that if I make any purchase not allowed by the District, I will repay the District for the purchase via RevTrak or via payroll deduction.*
- I understand that travel card transactions post to Oracle iExpense daily. I understand that my travel card statement is generated at the end of every month. I understand that I must add all my travel card transactions for the month completed to my iExpense expense report within 10 days after the travel card statement date, attach itemized receipts for all purchases, and submit the expense reports. An itemized receipt contains the vendor's name and the date of the purchase printed on the receipt, as well as the specific description and price for each item purchased. I will be personally financially responsible for any travel card transactions for which I do not attach an itemized receipt to my expense report, meaning I will repay the District within 30 days from the travel card statement date via RevTrak or payroll deduction.
- I understand that if for any three (3) months for the life of my holding a travel card I fail to add all my travel card transactions to my expense report within 20 days after the travel card statement date, attach itemized receipts, and submit the expense reports. my travel card will be cancelled. This is the "Three Strikes Rule" for Monthly Statement Reconciliations. It is MY responsibility to ensure my travel card statement is reconciled monthly. As a courtesy, Accounts Payable will configure Oracle iExpense to alert me if I have failed to reconcile my monthly travel card statement (see Exhibit XX for an example alert).
- To use the Travel Card solely for purchases in compliance with the Travel Card
- I will not make purchases for anyone other than myself, and I will be held responsible for charges made on the Travel Card.

- To complete and submit the Special Revenue Funds Management (SRFM) *Prior Approval Travel Form* (see XIII – Exhibits) prior to booking travel if travelling via federal funds.
- I will present the Texas Hotel Occupancy Tax Exemption Certificate when lodging at an in-state hotel and ensure that state tax is not charged on the final detailed receipt. (A copy of the Texas Hotel Occupancy Tax Exemption Certificate can be found on page 12.)
- I understand that the District is only allowed to pay the nightly GSA Per Diem Rate, plus applicable taxes. Note: the District does not pay Texas State Occupancy Taxes. If the hotel is a conference hotel, the maximum rate allowable is the amount for the conference hotel.
- The Travel Card is not authorized for Cash Advances.

Manual

- I am solely responsible for all purchases on the Travel Card. I will routinely review my Travel Card transactions and statements and immediately report unauthorized or fraudulent purchases.
- To immediately notify Accounts Payable if the Travel Card is inadvertently or overtly used in an unauthorized manner at the following email address tcs@dallasisd.org
- Per CAA (LOCAL), I shall immediately report any suspicion or occurrence of fraud to the District's hotline at (800) 530-1608 or online at <https://www.tnwgrc.com/dallasisd/>
- To surrender the Travel Card to Treasury Services immediately upon request, transfer, retirement, leave, or termination of my employment
- In the event the Travel Card is lost or stolen, to immediately notify:
 - Wells Fargo Bank at (800) 932-0036
 - Treasury Services at online treasury@dallasisd.org

DEE (REGULATION) can be found on the District's website under Board Policy and Procedures.

I acknowledge and agree that I have received a copy of the Manual and understand the requirements of the Travel Card Agreement.

Employee Signature: _____ **Date:** _____

Department: _____ **Employee ID No.** _____

Supervisor Responsibilities

I understand that I am responsible for approving direct report Travel Card applications and ensuring that Travel Cards are adequately secured and returned to Treasury Services if appropriate. I will also ensure Travel Card holders comply with district policy and procedures.

Supervisor Signature: _____ **Date:** _____



Proxy Access Request Form

**As a supervisor, I may but am not required to grant my executive assistant proxy access with authority to enter iExpense transactions on my behalf. If I choose to grant access, I must complete this form.*

As a supervisor, I am requesting proxy access for the following employee to create iExpense requests on my behalf. I understand that all requests entered on my behalf will route to me. Before submitting the request, I will review the request to ensure it complies with the Travel Card Manual and DEE (REGULATION).

Executive Assistant Name _____ EID _____

Supervisor Signature: _____ Date: _____

Executive Assistant Acknowledgement of Responsibility

I understand that I am receiving proxy access to enter iExpense transactions on behalf of my supervisor. With this access, I will enter the appropriate line code and attach a detailed and itemized receipt. I will also ensure that I only enter expenses as directed by my supervisor.

Executive Assistant Signature: _____ Date: _____

Exhibit I Texas Hotel Occupancy Tax Exemption Form

12-302
(Rev. 4-14/18)

Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature	Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- ☐ **United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- ☐ **Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- ☐ **Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

Exhibit II Sample Itemized and Detailed Hotel Receipt

HYATT CENTRIC

INVOICE

Confirmation No. 4844329101

Group Name

Booking No. XND1RG

Hyatt Centric Downtown Portland
601 SW 11th Avenue
Portland, OR 97205
Tel: 503-595-1234

Room No. 0409
Arrival 05-31-22
Departure 06-01-22
In-Room Window 2
Folio No. 39418

Example

Date	Description	Charges	Credits
05-31-22	Accommodation	152.00	
05-31-22	1.5% State Occupancy Tax	2.28	
05-31-22	6% City Occupancy Tax	9.12	
05-31-22	5.5% County Occupancy Tax	8.36	
05-31-22	3% Portland Tourism Assessment	4.56	
06-01-22	Accommodation	182.00	
06-01-22	1.5% State Occupancy Tax	2.73	
06-01-22	6% City Occupancy Tax	10.92	
06-01-22	5.5% County Occupancy Tax	10.01	
06-01-22	3% Portland Tourism Assessment	5.46	
06-02-22	Accommodation	182.00	
06-02-22	1.5% State Occupancy Tax	2.73	
06-02-22	6% City Occupancy Tax	10.92	
06-02-22	5.5% County Occupancy Tax	10.01	
06-02-22	3% Portland Tourism Assessment	5.46	
06-03-22	Accommodation	182.00	
06-03-22	1.5% State Occupancy Tax	2.73	
06-03-22	6% City Occupancy Tax	10.92	
06-03-22	5.5% County Occupancy Tax	10.01	
06-03-22	3% Portland Tourism Assessment	5.46	
06-04-22	Tax		509.58
Total		809.58	509.58
Guest Statement		Balance	0.00

I agree that my liability for the bill is not reduced and I agree to be held personally liable for the amount that the individual guests, including an associate, who pay for any part of the bill are held liable for.

World of Hyatt Summary

Membership: XXXXXX578C

Bonus Codes:

Qualifying Nights: 4

Eligible Spend: 698.00

Redemption Eligible: 0.00

Summary Invoices, please see front desk

WE HOPE YOU ENJOYED YOUR STAY WITH US!

We trust you enjoyed your stay at the Hyatt Centric Downtown Portland. Please let us know your thoughts at Feedback-Global@hyatt.com or contact us by telephone at (503) 595-1234.

If you are not able to locate a personal belonging or fee that you may have left something behind, we are happy to help you with your search. Please visit our partner website www.hyatt.com/lost and use claim identification number 90196.

We thank you for your business and appreciate your loyalty.

Please remit payment to:

6/30/22, 1:10 PM

Base Fare	\$	415.59
U.S. Transportation Tax	\$	31.17
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	9.00
U.S. Passenger Facility Chg	\$	9.00
Total	\$	475.96

Mail  Outlook

Date: June 2, 2022

Payment Amount: \$475.96

Sunday, June 12, 2022

DFW

10:53 AM

Dallas/Fort Worth

AA 2719

RIC

2:46 PM

Richmond

Seat: 30C

Class: (G)

Meals: Refreshment

Saturday, June 18, 2022

RIC

7:27 PM

Richmond

AA 1915

DFW

9:32 PM

Dallas/Fort Worth

Seat: 29D

Class: (Q)

Meals: Refreshment



Your trip confirmation and receipt

Record Locator: AJYEMK

We charged \$579.20 to your card ending in 8389 for your ticket purchase.

You'll need your record locator to find your trip at the kiosk and when you call Reservations.

[Manage your trip](#)

Sunday, June 12, 2022

DFW		RIC		Seat: 30C
10:53 AM	→	2:46 PM		Class: (G)
Dallas/Fort Worth		Richmond		Meals: Refreshment
AA 2719				

Your purchase	
[Redacted]	
AAdvantage® #: P12FK04	
New ticket	\$579.20
Ticket #: 0012428508439	
[\$511.63 + Taxes and fees \$67.57]	
Total	\$579.20
Total cost (all passengers)	\$579.20
Your payment	
Credit Card (Visa ending 8389)	\$579.20
Total paid	\$579.20

Exhibit V Approved Merchant Codes

Note: The dynamic list of merchant codes is located on the Accounts Payable webpage, accessible [here](#).

Welcome to Dallas ISD Travel and Reimbursements

Dallas Independent School District abides by all laws set forth by the Texas Legislature. We strive to control costs, maintain an efficient and effective flow of the reimbursement processes, and concurrently support the District's mission to be a premier urban school district. This page is dedicated to delivering clarity, opportunity, and self-service to the process of district travel and reimbursements.

[Expand All](#)

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Travel Cards

TRAVEL CARDS

Please review the following list for questions concerning where the Travel Cards are currently accepted:

[Travel Card Merchant List and MCC](#)

Additional Information	>
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Exhibit VI Prior Approval Travel Form

**SPECIAL REVENUE FUNDS MANAGEMENT
Prior Approval Travel Form**

Please allow **7 business days** for approval.

-The approval of travel by the Special Revenue Funds Management (SRFM) Department is **required** both **BEFORE** and **AFTER** travel occurs. When using this form, **post** approval will take place through the Reconciliation Expense Report review process.
-Travel not approved by the SRFM Department BEFORE the travel occurs CANNOT be charged to a federal grant.
 -When submitting the *Prior Approval Form*, also submit a completed and signed *Expenditure Justification Form* and an event overview that provides event details including topic information, location, and date.
 -Include a copy of APPROVED *Prior Approval Travel Form* with Registration requisition paperwork to prove approval was granted.
-ATTACH APPROVED *Prior Approval Travel Form* with your Reconciliation Expense Report paperwork to document prior approval was granted.
 -Form must be used for events outside the district if mileage will be claimed.

TRAVEL DETAILS

Name of Traveler					
Campus/Department				Org #	
Event Name*					
Event Location <small>(city and state)</small>			Event Date Range <small>(beginning to end)</small>	to	
CIP/DIP Reference		Advance Expense # <small>(not required)</small>		Reconciliation Expense #	

TRAVEL COSTS

Line Code: Enter the line code that will be used for the travel expenses, **excluding** registration: **6411**

Grant: ☐ Title (211) ☐ Title II (255) ☐ Title III (263) ☐ Title III-Immigrant (26i) ☐ Title IV (28B)
☐ Other: Fund:

Utilize the GSA Website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) to calculate your projected cost for the applicable Travel Type.

Expected Costs	Expense Type	Projected Cost*
	Registration	
	Airfare	
	Hotel*	
	Mileage	
	Destination Transportation	
	Per Diem Total*	
	TOTAL	

- Acquire dated, **ZERO-balance, PAID receipts** for **ALL** expenditures.
- Alcoholic beverages and Gratuities** ("Tips") on purchases of any kind are **NOT** allowed.
- Charges while attending entertainment venues are **NOT** allowed.
- Travel costs are only for the employees implementing allowable grant activity.
- If employee pays REGISTRATION prior to, reimbursement will be paid **AFTER** the event has concluded.

ALLOWED DAYS: Expenditures incurred the **day before the event through the final day of the event** will be charged to the grant. **Additional days are NOT allowed except in circumstances beyond the employee's control such as severe weather, IT outages, etc. Documentation of circumstance is required.**

APPROVALS

Supervisor			
	Printed Name	Signature	Date
Special Revenue Funds Management			
	Printed Name	Signature	Date

- Please **submit this form for approval** to the **Special Revenue Funds Management** staff member who is assigned to your campus/department.
 ➤ Please allow **seven (7) days** for approval.

Last updated 9/24/2025



Exhibit VII Unreconciled Travel Card Statement Alert

How to Enter a Travel Card Reconciliation/Reimbursement

Requesting an Employee Reimbursement in Oracle requires submitting all itemized receipts for all allowable out-of-pocket expenses and for all expenses paid with the District Travel Card. A detailed justification for the official District business conducted during the conference or event is also required. All expenses paid with the District Travel Card must be accounted for in Oracle no later than 20 days after the statement date.

Requirements for Non-Grant Funded Reimbursements/Reconciliations

Scan and save the following required documents for upload into the final step in Oracle.

- ☐ Official event information including the name of the conference/event, the dates, and the address including city and state I.e.: Agenda
- ☐ Badge or Certificate that verifies proof of attendance.
- ☐ Conference literature listing the conference hotel and hotel rate.
- ☐ **All Itemized receipts** for all travel card transactions and all allowable out-of-pocket expenses incurred while conducting official district business as outlined in District Policy DEE Regulation.
 - Hotel – Showing a zero-dollar balance.
 - Airfare – Showing employee name, the amount paid, and how airfare was paid.
 - Airline Bag Fee – District allows reimbursement for 2 checked bags.
 - Ground Transportation – Uber, Lyft, or Cab (Must show pick up address and drop off address.)
 - Conference Registration Reimbursement
 - Car Rental
 - Gas - (for car rentals only)
 - Parking – (will be classified as Ground Transportation)

1. Log into Oracle using Username and Password from within the District firewall or from outside of the Dallas ISD network using the following link <https://orion.dallasisd.org/dorion>.

2. Select **Accounts Payable iExpense Self-Service**.

3. Click on **Create New Expense Report**.

General Information (Step 1 of 6)

4. **General Information:**
 - a. **NAME:** Select name from drop down menu next to name.

If there are any travel card transactions pending reconciliation, the message below will appear.

- b. **Organization:** This field will default to user's organization number. If another department is funding the expense, enter the corresponding Organization's Number.
- c. **DISD Expense Type:** From the drop down, select **Employee Reimbursement**.

Travel Card Reconciliation/Reimbursement

- d. **Purpose:** Enter name of event or conference attended along with dates and location ie: Educational Conference, Dublin, OH June 16-17, 2022.

Name	HANKS, TOM (123456)
b. * ORGANIZATION	916  
	Strategic Initiatives
Reimbursement Currency	US Dollar
DISD Expense Type	Employee Reimbursement c.
d. * Purpose	Educational Conference, Dublin, OH Ju

- e. Select **Next**.

Information	
You have 5 corporate credit card transactions in the selected reimbursement currency.	
Create Expense Report: General Information	e.   Step 1 of 6 

Create Expense Report: Travel Card Transactions (Step 2 of 6)

5. A list of all travel card transactions that must be reconciled will appear.
- Select only the lines that are needing to be reconciled for the specific conference/event being reconciled by **check marking the box next to the transaction date.** (Do not include any expenses that pertain to a separate conference or event.)
 - Select **Next**.

Create Expense Report: Credit Card Transactions							   Step 2 of 6 
Current Transactions for WF Credit Card XXXXXXXXXXXX4924							b.
Select each transaction to add to the expense report.							
a. 	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)	
☐	15-Jun-2022	96	3.22 USD	CHEVRON #00205848	EL PASO, TX	3.22	
☒	15-Jun-2022	96	898.73 USD	DELTA AIR 0067587199006	PHOENIX, AZ	898.73	
☐	15-Jun-2022	96	98.69 USD	ENTERPRISE RENTACAR	VANDALIA, OH	98.69	
☐	15-Jun-2022	96	21.37 USD	CORP EXPR 71217 ISIS	800-831-4623, CO	21.37	
☒	15-Jun-2022	96	277.86 USD	EMBASSY SUITES DUBLIN	DUBLIN, OH	277.86	
 TIP To dispute a transaction, use the Credit Card Transactions tab.							

Create Expense Report: Travel Card Expenses (Step 3 of 6) Airfare

6. Select the **Details** icon for the airfare corporate travel card transaction.

Create Expense Report: Credit Card Expenses Save Cancel Back Step 3 of 6 Next

Business Expenses

Select Business Expenses: Categorize as Personal Remove | ...

☐	Line	Date	Receipt Amo...	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)	Details
☐	1	15-Jun-2022	898.73 USD		DELTA AIR 0067587...		898.73	
☐	2	15-Jun-2022	277.86 USD	Lodging	EMBASSY SUITES ...	Conference hotel. 2 nights Dublin, Ohio	277.86	
Total							1,176.59	

7. A new window will appear. Fill in the fields below.

- Expense Type:** From the drop down, select Airfare.
- Date:** The date will default based on the corporate travel card transaction. Do not change the date.
- Receipt Amount:** This dollar amount will default from the corporate travel card transaction.
- Justification:** Enter a detailed justification for airfare. I.e.: Round trip airfare Dallas, Texas to Dublin, Ohio
- Expense Location:** Enter city and state in which airfare was purchased.
- Merchant Name:** Airline name will default from the corporate travel card transaction.
- Select **Return**.

Credit Card Expenses: Details for Line 1 Per Diem Rates Itemize Remove Continue Return

* Indicates required field

a. * Expense Type: Airfare

b. * Date: 15-Jun-2022

c. Receipt Amount: 898.73

Receipt Currency: USD - US Dollar

Exchange Rate: 1

Reimbursable Amount: 898.73 USD

d. * Justification: Roundtrip airfare. Dallas, Texas to Dublin, Ohio

e. Expense Location: Dallas, Texas

f. Merchant Name: DELTA AIR 0067587199006

☐ Original Receipt Missing

g.

Create Expense Report: Travel Card Expenses (Step 3 of 6) Hotel/Lodging

NOTE: It is the employee's responsibility to check out of the hotel and obtain an itemized receipt showing a zero balance.

8. Select the **Details** icon for the hotel/lodging corporate travel card transaction.

Create Expense Report: Credit Card Expenses Save Cancel Back Step 3 of 6 Next

Business Expenses

Select Business Expenses: Categorize as Personal Remove ...

☐	Line	Date	Receipt Amount	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)	Details
☐	1	15-Jun-2022	277.86 USD		EMBASSY SUITES DUB...		277.86	
☐	2	15-Jun-2022	898.73 USD		DELTA AIR 0067587199006		898.73	
Total							1,176.59	

9. A new window will appear. Fill in the fields below.

- Expense Type:** From the drop-down, select **Lodging**.
- Date:** The date will default based on the corporate travel card transaction. Do not change the date.
- Daily Rate:** The rate will default based on the corporate travel card transaction.
- Number of Days:** Enter **number of nights** for hotel/lodging stay.
- Receipt Amount:** This dollar amount will default from the corporate travel card transaction.
- Justification:** Enter a detailed business justification for Lodging/Hotel. I.e.: Conference Hotel 2 nights Dublin, Ohio, or No conference hotels available best price found.

- g. **Expense Location:** Enter city name and tab. A new window will appear. Select the correct county for your expenses. (County information can be found on the GSA Per Diem website.) *If your location does not appear, select "All Other".*

Sel...	Quick Select	Location ▲	Description ▲	Country ▲
☐		Columbus	Columbus, Warren County, Pennsylvania	United States
☐		Columbus	Columbus, Franklin County, Ohio	United States
☐		Columbus	Columbus, Hickman County, Kentucky	United States

- h. **Merchant Name:** Will default based on corporate travel card transaction.

Credit Card Expenses: Details for Line 2 Per Diem Rates Itemize Remove Back Return

* Indicates required field

a. * Expense Type: Lodging

b. * Date: 15-Jun-2022

c. Daily Rate: 138.93

d. Number Of Days: 2

e. Receipt Amount: 277.86

f. * Justification: Conference Hotel 2 nights Dublin, Ohio

g. * Expense Location: Columbus

h. Merchant Name: EMBASSY SUITES DUBLIN

Transaction Location: DUBLIN, OH

Receipt Currency: USD - US Dollar

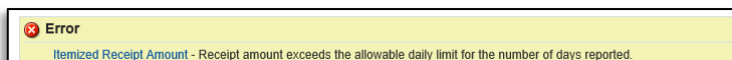
Exchange Rate: 1

Reimbursable Amount: 277.86 USD

☐ Original Receipt Missing

Itemizing Hotel/Lodging

Hotel/lodging receipts should be itemized. An Error message highlighted in yellow will appear. Itemizing this receipt will correct the error. The goal of itemizing a receipt is to ensure all District Business Expenses are accounted for. Any Personal Expenses remaining (items not covered per District Policy DEE Regulation) will not be reimbursed to the employee.



Itemized Business Expenses

TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense : Duplicate Remove ...

Select	Line	Date	Description	Expense Type	Justification	Itemized Receipt Amount
☒	2-1	15-Jun-2022	Lodging	Lodging	Conference hotel. 2 nights Dublin, Ohio	
☐	2-2	15-Jun-2022	Lodging Taxes	Lodging Taxes	Conference hotel. 2 nights Dublin, Ohio	
☐	2-3	15-Jun-2022	Conference Lodging Overage	Conference Lodging Overage	Conference hotel. 2 nights Dublin, Ohio	

Add Another Row

Total Business Expenses	277.86
Personal Expenses	0.00
Original Receipt Amount	277.86

Any funds remaining here will not be reimbursed to employee.

9. Select **Itemize**. A new window will appear.

Credit Card Expenses: Details for Line 2 Per Diem Rates **Itemize** Remove Back Return

* Indicates required field

* Expense Type: Lodging
 * Date: 15-Jun-2022
 Daily Rate: 138.93
 Number Of Days: 2
 Receipt Amount: 277.86
 Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 277.86 USD

* Justification: Conference Hotel 2 nights Dublin, Ohio

* Expense Location: Columbus
Use 'All Other Locations' if expense location does not exist.
 Transaction Location: DUBLIN, OH
 Merchant Name: EMBASSY SUITES DUBLIN
☐ Original Receipt Missing

10. Itemization 1-1: Lodging

- Expense Type:** If entered correctly before itemizing, this field should default **Lodging**.
- Date:** This field will default to date from corporate travel card transactions.
- Daily Rate:** Enter the allowable **GSA per diem rate** or the **nightly hotel rate** (use the lesser of the two and do not include any taxes or fees) and **Tab** to next field. *If the hotel nightly rate is different for each night enter each amount on a separate itemization line.*
- Number of Days:** If entered correctly before itemizing, this field should default to the number of nights stayed at the hotel.
- Itemized Receipt Amount:** This should auto calculate if all previous fields are entered correctly. (Daily rate x Number of nights stayed)
- Select **Add Another Row**.

Error
Itemized Receipt Amount - Receipt amount exceeds the allowable daily limit for the number of days reported.

Credit Card Expenses: Details for Line 2

* Indicates required field

* Receipt Type: Lodging

* Receipt Date: 15-Jun-2022

Original Receipt Amount: 277.86

Receipt Currency: USD - US Dollar

Exchange Rate: 1

Reimbursable Amount: 277.86 USD

* Justification: Conference Hotel 2 nights Dublin, Ohio

* Expense Location: Columbus
Use 'All Other Locations' if expense location does not exist.

Transaction Location: DUBLIN, OH

Merchant Name: EMBASSY SUITES DUBLIN

☐ Original Receipt Missing

[Per Diem Rates](#) [Remove Itemization](#) [Remove](#) [Back](#) [Return](#)

Itemized Business Expenses

TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense: [Duplicate](#) [Remove](#) [***](#)

Select Line	Date	Description	Expense Type	Justification	Itemized Receipt Amount (USD)
2	15-Jun-2022	Lodging	Conference Hotel 2 nights Dublin, Ohio		277.86
Total Business Expenses					277.86
Personal Expenses					0.00
Original Receipt Amount					277.86

f. [Add Another Row](#)

Itemization 2-1

a. * Expense Type: Lodging

b. * Date: 15-Jun-2022

c. Daily Rate: 96.00

d. Number Of Days: 2

d. * Itemized Receipt Amount: 192.00

e. * Justification: Conference Hotel 2 nights Dublin, Ohio

11. **Itemization 2-2: Lodging Taxes:** *Dallas ISD holds a tax-exempt status in the state of Texas. State occupancy taxes will not be allowed for reimbursement for hotel stays in the state of Texas.*

- a. **Expense Type:** Using the drop-down arrow select **Lodging Taxes**.
- b. **Date:** This field will default to date from corporate travel card transactions.
- c. **Daily Rate:** Do not enter anything here. (Daily rate will populate once the amount is entered in the Itemized Receipt Amount field.) (Itemized Receipt Amount divided by Number of nights stayed)
- d. **Number of Days:** This field will default back to 1. **Enter the number of nights stayed for hotel/lodging.**
- e. **Itemized Receipt Amount:** Enter the sum of all taxes paid for all nights. (Itemized Receipt Amount / Number of nights stayed)
- f. Select **Add Another Row**.

Itemized Business Expenses

 **TIP** Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense : **Duplicate** **Remove** | ...

Select	Line	Date	Description	Expense Type	Justification	Itemized Receipt Amount (USD)
☐	2-1	15-Jun-2022		Lodging	Conference Hotel 2 nights Dublin, Ohio	192.00
☒	2-2	14-Jun-2022		Lodging Taxes	Conference Hotel 2 nights Dublin, Ohio	50.86

f. **Add Another Row**

Total Business Expenses						242.86
Personal Expenses						35.00
Original Receipt Amount						277.86

Itemization 2-2

a. * Expense Type: Lodging Taxes

b. * Date: 15-Jun-2022

c. Daily Rate: 25.43

d. Number Of Days: 2

* Itemized Receipt Amount: 50.86

e. * Justification: Conference Hotel 2 nights Dublin, Ohio

12. Itemization 2-3: Conference Lodging Overage/Lodging Overage:

- Expense Type:** Using the drop-down arrow select **Conference Lodging Overage** (for conference hotels) or **Lodging Overage** (for non-conference hotels).
- Date:** This field will default to date from corporate travel card transactions.
- Daily Rate:** If all remaining funds equal hotel overage leave the amount in the daily rate as is.
- Number of Days:** This field will default back to 1. **Enter the number of nights stayed for hotel/lodging.**
- Itemized Receipt Amount:** This should auto calculate if all previous fields are entered correctly. (Daily rate x Number of nights stayed)
- Select **Return**.

Credit Card Expenses: Details for Line 2

[Per Diem Rates](#) [Remove Itemization](#) [Remove f](#) [Back](#) [Return](#)

* Indicates required field

* Receipt Type	Lodging	* Justification	Conference Hotel 2 nights Dublin, Ohio
* Receipt Date	15-Jun-2022		
Original Receipt Amount	277.86		
Receipt Currency	USD - US Dollar	* Expense Location	Columbus
Exchange Rate	1		Columbus, Franklin County, Ohio
Reimbursable Amount	277.86 USD	Transaction Location	DUBLIN, OH
		Merchant Name	EMBASSY SUITES DUBLIN
			☐ Original Receipt Missing

Itemized Business Expenses

TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select	Line	Date	Description	Expense Type	Justification	Itemized Receipt Amount (USD)
☐	2-1	15-Jun-2022		Lodging	Conference Hotel 2 nights Dublin, Ohio	192.00
☐	2-2	15-Jun-2022		Lodging Taxes	Conference Hotel 2 nights Dublin, Ohio	50.86
☒	2-3	15-Jun-2022		Conference Lodging Overage	Conference Hotel 2 nights Dublin, Ohio	35.00
Add Another Row						
Total Business Expenses						277.86
Personal Expenses						0.00
Original Receipt Amount						277.86

Itemization 2-3

a. *	Expense Type	Conference Lodging Overage	* Justification	Conference Hotel 2 nights Dublin, Ohio
b. *	Date	15-Jun-2022		
c.	Daily Rate	17.50		
	Number Of Days	2		
e. *	Itemized Receipt Amount	35.00		

Create Expense Report: Cash and Other Expenses (Step 4 of 6) Receipt Based Expenses

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 4 of 6 Next

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [0.00]

Per Diem Expenses [0.00]

Mileage Expenses [0.00]

Airfare, Airline bag fee, Hotel/Lodging, Hotel Overage, Ground Transportation (Uber, Lyft, Cab and, Parking), Conference Registration, Car Rental, and gas receipts (only for rental cars) should be entered on the **Receipt-Based Expenses** tab.

Ground Transportation Uber/Lyft/Cab

District Police DEE Regulation allows reimbursement for ground transportation for the following:

- From employee's home to the airport
- From airport to the employee's home
- From airport to the hotel
- From the hotel to the airport
- From the hotel to the conference or event location
- From the conference or event location to the hotel
- To purchase meals a maximum of 10 miles round trip

A receipt showing pick up address and drop off address must be attached for audit purposes.

13. Select the **details icon** on the next available line in the expense report:

3  

- Expense Type:** From the drop down, select **Ground Transportation**.
- Date:** Enter the date from the Cab, Uber, or Lyft receipt.
- Receipt Amount:** Enter total amount from the Cab, Uber, or Lyft receipt.
- Justification:** i.e.: Uber from airport to hotel
- Expense Location:** Enter city name and tab. A new window will appear. Select the correct county for your expense. (County information can be found on the Per Diem website.)

Sel...	Quick Select	Location ▲	Description ▲	Country ▲
☐		Columbus	Columbus, Warren County, Pennsylvania	United States
☐		Columbus	Columbus, Franklin County, Ohio	United States

- Merchant Name:** Enter cab company name or Uber or Lyft.
- Select **Return**.

Cash and Other Expenses: Details for Line 2 Per Diem Rates Itemize Duplicate New Remove Back Line 2 of 3 Next Return

* Indicates required field

a.* Expense Type	Ground Transportation	e.* Justification	Uber from Airport to Hotel
b.* Date	14-Jun-2022	f. Expense Location	Columbus, Ohio
c. Daily Rate	25.00	g. Merchant Name	Uber
d.* Number Of Days	1		☐ Original Receipt Missing
* Receipt Amount	25.00		
* Receipt Currency	USD - US Dollar		
Exchange Rate	1		
Reimbursable Amount	25.00 USD		

Per Diem Expenses

Per Diem expenses for meals when itemized receipts are not required per District Policy or when a supervisor has not required meal receipts. *(Grant funded expenses must be entered on the Receipt-Based Expenses tab and itemized receipts must be included.)*

14. Select the Per Diem Expenses Tab:

Create Expense Report: Cash and Other Expenses

[Receipt-Based Expenses \[2,939.50\]](#) **[Per Diem Expenses \[0.00\]](#)** [Mileage Expenses \[0.00\]](#)

15. On Line 1 select the Details icon. A new window will appear.

Select Expense Lines:									Duplicate	Remove	+	...
☐	Line	Start Date	Expense Type	Destination	Justification	Number Of Days	Reimbursable Amount (USD)	Details				
☐	1		Per Diem		<input type="text"/>	<input type="text"/>						

- Expense Type:** Should default to **Per Diem**.
- Start Date:** Enter the first date of travel.
- Number of Days:** Enter total number of travel days.
- Justification:** I.e.: Meals not provided by conference.
- Destination:** Enter city name and tab. A new window will appear.
- Select the **correct county** in which the expense occurred. (County information can be found on the Per Diem website.)
- Select **Generate Per Diem**. New fields will appear.

Expenses Home | Payments Search | Expense Reports

General Information | Credit Card Transactions | Credit Card Expenses | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 1

a. * Expense Type: Per Diem

b. * Start Date: 14-Jun-2022

End Date:

c. * Number Of Days: 3

Reimbursable Amount:

d. * Justification: Meals not provided by conference

e. * Destination: Columbus

f. * 

Generate Per Diem

Sel...	Quick Select	Location Name ▲	Country ▲	Description
☐		Columbus	United States	Columbus, Warren County, Pennsylvania
☐	f. 	Columbus	United States	Columbus, Franklin County, Ohio

16. In the Per Diem Calculation section select all meals provided by the conference/event.

Meals Deductions

Recalculate **Tip: Enter all the details above, then click on Generate Per Diem. Check the box for any meal that was provided**

Date	Meals Deductions			Amount (USD)
	Breakfast	Lunch	Dinner	
14-Jun-2022	☐	☐	☐	0.00
15-Jun-2022	☒	☒	☐	0.00
16-Jun-2022	☐	☐	☐	0.00
Total				0.00

17. Select **Recalculate**.

Meals Deductions

Recalculate Tip: Enter all the details above, then click on Generate Per Diem. Check the box for any meal that was provided

Date	Meals Deductions			Amount (USD)
	Breakfast	Lunch	Dinner	
14-Jun-2022	☐	☐	☐	0.00
15-Jun-2022	☒	☒	☐	0.00
16-Jun-2022	☐	☐	☐	0.00
Total				0.00

18. Deductions for meals provided can be seen in the Reimbursement Summary.
Select **Return**.

Reimbursement Summary

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
14-Jun-2022	48.00	0.00	48.00
15-Jun-2022	64.00	0.00	64.00
16-Jun-2022	48.00	0.00	48.00
Total	160.00	0.00	160.00

Additional Information

New Line Remove Line **Return**

Mileage Expenses

Mileage reimbursement may be requested when a personal vehicle is driven to a conference within the state of Texas.

19. Select the **Mileage Expenses** tab.

Update Expense Report: Cash and Other Expenses

Receipt-Based Expenses [65.00] Per Diem Expenses [130.50] **Mileage Expenses [0.00]**

20. Select **City-To City Mileage** for the drop down in the Expense Type field.

Select Expense Lines: Duplicate Remove | + ...

	Line	Start Date	Expense Type	Justification
☐	1			
☐	2		City-To-City Mileage	
☐	3		District Mileage	
☐			Other Mileage	

21. Select the **Details** icon. A new window will appear.

Select Expense Lines: Duplicate Remove + ...									
☐	Line	Start Date	Expense Type	Justification	Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
☐	1		City-To-City Mileage		Miles				

22. Cash and Other Expenses: Details for Line _

a. **Start Date:** Click on the calendar icon and select **date of travel**.

* **Start Date** 14-Jun-2022 

b. **Start Location:** *Must always be Dallas, TX.*
Type Dallas and tab out of field. Dallas, TX will populate.

* **Start Location** DALLAS, TX 
DALLAS, TX

c. **End Location:** Type city name (*only cities in Texas*) and tab out of the field. The city name and TX should populate.

* **End Location** SAN ANTONIO, TX 
SAN ANTONIO, TX

d. **Round Trip:** Enter a “Y” for Yes or “N” for no.

e. **Trip Distance:** Will populate after **Round Trip** information is entered.

f. **Justification:** Enter a detailed justification stating the official district business conducted. *Do not use any abbreviations or acronyms.* Do not use one-word phrases like meeting or training.

g. Select **Return**.

Cash and Other Expenses: Details for Line 1

Calculate Amount
Duplicate
New Line
Remove Line
Return

* Indicates required field

Expense Type City-To-City Mileage

a. * **Start Date** 14-Jun-2022 

e. **Trip Distance** 547 Miles

Distance Rate 0.585

Reimbursable Amount 320.00 USD

f. **Justification**

* Drove person vehicle to Education Conference in San Antonio, Texas

☐ Original Receipt Missing

Additional Information

b. * **Start Location** DALLAS, TX 
DALLAS, TX

c. * **End Location** SAN ANTONIO, TX 
SAN ANTONIO, TX

d. * **Round Trip** Yes 

23. After all expenses have been added to all tabs, select **Next**.

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 4 of 6 **Next**

Receipt-Based Expenses [65.00] Per Diem Expenses [130.50] **Mileage Expenses [320.00]**

Create Expense Report: Expense Allocations (Step 5 of 6)

The **Expense Allocations** screen will appear.

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses **Expense Allocations** Review

Create Expense Report: Expense Allocations Save Cancel Back Step 5 of 6 **Next**

Use the fields below to update expense allocations for selected expense lines. To update expense allocations for all items, select ALL and click UPDATE ALLOCATIONS.
Indicates required field

24. To enter the line code for all lines, follow instructions below. Each line may also be entered one by one by clicking in each individual field and entering the required data.

- Click in box next to the word Focus – This will select each of the lines within the expense report.
- Click on **Update Allocations** – The next window will appear.

Select Expense Line: **Update Allocations** Revert My Allocations Apply

Expand All Collapse All

Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Additional Information	FUND	FUNCTION
☒	All				1,692.09			
☒	1/1 Credit Card	15-Jun-2022	Airfare	898.73 USD	898.73	Roundtrip airfare, Dallas, Texas to Dublin, Ohio	FIX	FX
☒	2/1 Credit Card	15-Jun-2022	Lodging	192.00 USD	192.00	Conference hotel, 2 nights Dublin, Ohio	FIX	FX

- Only enter the required part of the line code. The Object and Organization fields will prepopulate based on template chosen. If object code is incorrect, verify correct template has been chosen in step 1.

FUND	FUNCTION	SUB_OBJECT	FISCAL_YEAR	PROGRAM	Remove
199 General Operating Fund	21 Inst Ldrsp	00 General	X Default Current Fiscal Year	99 Undistributed	

- Select **Apply**.

Update Account Allocations: Expense Line 1 Cancel Preview **Apply**

Allocation Set

e.

e. Select **Next**.

Create Expense Report: Review (Step 6 of 6)

All required documentation may be scanned as one PDF document and uploaded.
Please refer to list of required documents located on page 2 of this guide.

25. Select the **green plus sign** to add all required documentation.

26. Select **Choose File**.

27. Locate your file and
Double Click it to select it.

28. Select **Apply**.

Add Attachment

Attachment Type

File

Title

2022-09-23 08:23:04 Educational Confere

Description

2022-08-08 13:52:15 Educational Conference Dublin, OH.pdf (Size :317969)

Category

Agenda

File

Choose File Educational...blin, OH.pdf

Cancel

Add Another

Apply

29. Select **Submit**.

Update Expense Report: Review

Save

Cancel

Back

Step 4 of 4

Submit

Review the expense report below before submission.

By clicking submit, I agree to follow the expense reimbursement policy, DEE (REGULATION).

For advances, I grant Dallas ISD permission to deduct any unreconciled advance amount from my paycheck if my complete expense report with receipts and/or unused funds has not reached Accounting Services within 10 days of the trip's end date.

Reviewing Expense Report Status

Per District Policy DEE, the Accounts Payable Department has 10 District business days to audit submitted expense reports. Users may review status of expense reports in Oracle under the responsibility Accounts Payable iExpense Self Service. After expense report is approved by Accounts Payable, payment will be rendered within five district business days.

Expenses Home

Create New Expense Report

To access training documents, please click here and navigate to Oracle Resources >> I-Expense

Track Submitted Expense Reports

The following expense reports are either outstanding or have not been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
1031819	14-Jun-2022	Pending Manager Approval		STRAIT, GEORGE	1,458.99	Ron Clark Academy, A...		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.