PG-5.130 TRAVEL

Sec. 1. PURPOSE OF POLICY.

Through this policy, the Board of Directors (hereafter, the "Board") of Tejano Center for Community Concerns doing business as Raul Yzaguirre Schools for Success (hereafter, the "School") shall address the legal requirements, as applicable, promulgated at:

(a) Texas Education Code ("Tex. Ed. Code") §§ 12.107, 12.115(a)(2) and 45.105(c);
(b) Financial Accountability System Resource Guide; and
(c) Internal Revenue Code and Treasury Regulations.

Additionally, through this policy, the Board shall address best practices adopted by public schools.

Sec. 2. AUTHORITY OVER FISCAL MATTERS.

Sec. 2.1. In accordance with state law, the Board has primary and ultimate authority over fiscal matters. If a matter or decision-making process is not addressed in this or other duly adopted policies of the Board, authority rests with the Board. In the event of a conflict between this policy and any other Board policy, such conflict shall be brought to the Board for resolution. Refer to the Board's Policy relating to its Authority Over Fiscal Matters (the "Controlling Policy") for requirements applicable to this policy.

Sec. 2.2. The Delegate, as defined in Sec. 3.2 of the Controlling Policy, shall report to the Board any business arrangement or transaction with an individual that is an officer, as defined in Sec. 5 of the Controlling Policy, and any conflicted,[1] interested[2] or related[3] party, as defined in other Board policy or applicable law. The School and its officers may not enter into a business arrangement or conduct a transaction in such a manner so as to circumvent this requirement.

Sec. 2.3. As established in Sec. 4 of the Controlling Policy, where the Delegate is authorized to confer authority to a designee (as denoted by the phrase "or designee"), the Delegate may confer such authority to a single designee.

Sec. 3. DEFINITIONS.

For purposes of this policy, the following terms have the meanings provided in this Sec. 3.

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1 Tex. Ed. Code § 12.1054; 19 TAC §§ 100.1131 through 100.1135
2 19 TAC § 100.1047(f)
3 Tex. Ed. Code § 12.1166

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Sec. 3.1. *Commercial lodging establishment* means a motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay.[4]

Sec. 3.2. *Duty point* means the destination, other than a place of employment, to which a School employee travels to conduct official School business.[5]

Sec. 3.3. *Incidental expense* means an expense incurred while traveling on official state business[6] except for a meal, lodging or transportation expense, a personal expense, an expense that an individual would incur regardless of whether the individual were traveling on official state business, a tip or a gratuity.[7] *Incidental expense* also excludes expenses for laundry, cleaning and pressing of clothing, lodging taxes, costs of telegrams or telephone calls, transportation between places of lodging or business and places where meals are taken, or the mailing cost of filing travel vouchers and paying employer-sponsored charge card billings.[8]

Sec. 3.4. *Place of employment* means the office or other physical location at which a School employee most frequently conducts official School business.[9] Additionally, the employee's place of employment includes the entire city or general area in which the employee's office or other physical location is located.[10] If a School employee has more than one place of work, the following factors are determinative of which one is the employee's main place of work:

(a) The total time the employee ordinarily spends at each place;
(b) The level of the employee's business activity in each place; and
(c) Whether the employee's income from each place is significant or insignificant.[11]

Sec. 3.5. *Sponsor* means a School employee who is primarily responsible for student travel and includes teachers and coaches.

Sec. 4. ALLOWABLE AND PROHIBITED USES OF FUNDS.

See the Board's Policy relating to Allowable and Prohibited Uses of Funds.

Sec. 5. PRUDENT PERSON RULE.

See Sec. 7 of the Controlling Policy.

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4 Textravel (General; Definitions) (December 28, 2021)
5 *Ibid.*
6 Examples include gasoline for a rental car, airport or other parking, toll road fees, and fees for business-related long distance calls.
7 Textravel (General; Definitions) (December 28, 2021)
8 IRS Publication 463, Chapter 1, Travel (Standard Meal Allowance).
9 *Ibid.*
10 IRS Publication 463, Chapter 1, Travel (Tax Home).
11 IRS Publication 463, Chapter 1, Travel (Tax Home; Main place of business or work).

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Sec. 6. ABUSE AND WASTE PROHIBITED.

See Sec. 8 of the Controlling Policy. Importantly, School employees must use discretion when making travel arrangements to conserve the School's limited financial and other resources.

Sec. 7. SOCIAL ACTIVITIES.

See Sec. 12(c) of the Board's Policy relating to Allowable and Prohibited Uses of Funds.

Sec. 8. GENERAL.

Sec. 8.1. The School shall reimburse employees for reasonable and necessary travel expenses that do not exceed the maximum amounts allowed under this policy. Moreover, the School shall only reimburse employees for travel expenses incurred only if the purpose of the travel clearly involves official School business as authorized under applicable legal authority.[12]

Sec. 8.2. The School shall minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.[13]

Sec. 8.3. School employees shall plan their travel in advance to minimize the total cost of travel. Generally, employees should make their travel arrangements once the business purpose for their travel has been confirmed and is not subject to change and in a manner that provides with flexibility and avoids costs that may arise as a result of a sudden and unanticipated circumstance or event.

Sec. 8.4. Sec. 8.3 of this policy notwithstanding, the School shall reimburse employees for costs incurred for which flexibility could not be arranged and resulting from a sudden and unanticipated circumstance or event. *See* Sec. 22 of this policy.

Sec. 8.5. School employees should select the most cost effective, and not the most convenient, method of transportation available.[14]

Sec. 8.6. School employees shall not conduct personal travel to coincide with business travel and vice versa.

Sec. 8.7. School employees are responsible for adequately and clearly documenting the business purpose of their travel to support the expenses incurred.

Sec. 8.8. School employees must submit their travel reimbursement requests within ten (10) business days after the date they return from conducting official School business.

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12 Textravel (General; Official state business) (December 28, 2021)
13 Textravel (General; Conservation of state funds) (December 28, 2021)
14 Textravel (Transportation) (December 28, 2021).

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Sec. 8.9. The School shall not reimburse an employee for any expenses incurred that do not pertain to official school business, do not conform to Board policy, or violate applicable law.

Sec. 8.10. The School shall not reimburse an employee for travel expenses that are not accurately and completely itemized and documented as required by this policy and applicable legal requirements.

Sec. 8.11. The School shall not reimburse an employee for the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the School.

Sec. 8.12. The School shall not reimburse any person[15] who is not an employee and who incurs travel expenses except as agreed-upon in a written, fully executed agreement between the person and the School.

Sec. 9. STUDENT TRAVEL.

Sec. 9.1. Purpose of Off-Campus. Campus principals and sponsors shall plan any off-campus activity to align with classroom instruction or a goal and strategy adopted in the campus instructional plan.

Sec. 9.2. Instructional Trips. Sponsors shall obtain the Board's approval for any activity conducted off campus during an instructional day.[16] Campus principals and sponsors shall describe the purpose of instructional trips and how said trips enhance student learning in the pertinent instructional plan. For purposes of this policy, instructional trips conforming with this Sec. 9.2 and taken during the scheduled class day or course period shall be deemed cocurricular activities.[17]

Sec. 9.3. Extracurricular Trips. Sponsors shall obtain the Board's approval for any activity conducted off campus outside of the instructional day. Upon approval, students and sponsors may travel to actively participate in an extracurricular activity,[18] including club activities, contests, demonstrations, and public performances.

Sec. 9.4. Duration of Trips. Generally, campus principals and sponsors shall commence and conclude travel for any activity conducted off campus on the same day. The Delegate shall approve any trips requiring an overnight stay.

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15 For purposes of this policy, *person* means a natural person or a corporation, partnership, limited liability company, business trust, trust, association, or other organization, estate, government or governmental subdivision or agency, or other legal entity, or a series of a domestic limited liability company or foreign entity.

16 Texas Administrative Code, Title 19, §129.21(j)(1)

17 *See* Sec. 4.1 of the Board's Policy relating to Activity Funds.

18 *See* Sec. 4.2 of the Board's Policy relating to Activity Funds.

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Sec. 9.5. Out-of-State and Out-of-Country Trips. School employees shall obtain the Board's approval for any out-of-state and out-of-country travel before making any arrangements.

Sec. 9.6. Written Consent Required. Students shall not be allowed to participate in any activities that require travel of any kind without the written consent of the student's parent or legal guardian.

Sec. 9.7. Consent Form. The School shall use a consent form that includes all of the following information:

(a) Student's name.
(b) Student's campus, classroom, and teacher's name.
(c) Name of student's parent or legal guardian authorizing the student's participation and emergency contact information.
(d) Description of activity, including destination, itinerary, and mode of transportation.
(e) Costs and expenses (if any).
(f) Authorization for medical emergency.
(g) Hold harmless, indemnification, or release clause.

Sec. 9.8. Lodging. Campus principals and sponsors shall arrange for sponsors, students and chaperones to stay overnight at a hotel closest to the off-campus activity. If a student(s) is eliminated from continued participation in the off-campus activity, the sponsor shall ensure that the student(s) returns home and cancel any lodging arrangements.

Sec. 9.9. Required Documentation. Sponsors shall submit an internal accounting record disclosing the travel expenses paid and the original, third-party itemized receipts for any travel expenses paid.

Sec. 9.10. Meal Receipts. The Delegate may require original, third-party itemized receipts for any meal expenses.

Sec. 10. TRAVEL BY COMMERCIAL AIR TRANSPORTATION.[19]

Sec. 10.1. School employees shall only travel by commercial air transportation at the lowest available airfare between the employee's place of employment and the employee's duty point.

Sec. 10.2. The Delegate or designee shall only reimburse an employee for the actual cost of commercial air transportation at the lowest available airfare between the employee's place of employment and the employee's duty point.

Sec. 11. TRAVEL BY GROUND TRANSPORTATION.

The School shall reimburse employees only for the following modes of ground transportation.

[19] Textravel (Transportation; Commercial air transportation) (December 28, 2021)

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Sec. 11.1. Employer Provided Vehicle. The School may provide an employee with one of its vehicles to be used exclusively for official business travel. The School shall only provide such a vehicle for the period that the employee is required to travel for official business.

Sec. 11.2. Personal Vehicle.[20]

Sec. 11.2.1. School employees may use their personal vehicles to travel on official business.

Sec. 11.2.2. The School may reimburse an employee for the use of their personal vehicle in an amount not to exceed the maximum mileage reimbursement rate approved by the Texas Comptroller of Public Accounts applied to the total number of miles traveled for official business.

Sec. 11.2.3. The total number of miles traveled for official business shall be based upon the most cost-effective, reasonably safe route between an employee's origin of travel and the final duty point.

Sec. 11.2.4. The School shall reimburse an employee for the use of their personal vehicle to travel from their residence or place of employment to the airport if they commence their travel outside of their scheduled work hours. The School shall reimburse the employee for the cost of one (1) trip to and from the airport.

Sec. 11.2.5. Travel between an employee's private residence and place of employment (commuting) is not a reimbursable travel expense.

Sec. 11.2.6. In accordance with applicable state law, School employees shall maintain adequate automotive insurance for any personal vehicles used for business travel.

Sec. 11.3. Rental Vehicles.

Sec. 11.3.1. School employees may rent vehicles to conduct official School business provided that the travel expense does not exceed the cost for any other mode of transportation.

Sec. 11.3.2. School employees traveling together may rent a standard-sized or full-size car. School employees traveling by themselves may only rent an economy or intermediate-sized car. School employees shall not rent sport utility, premium, elite, luxury or other similarly classed vehicles.

Sec. 11.3.3. School employees shall present Form 14-305, "Motor Vehicle Rental Tax Exemption Certificate", in order to avoid being charged the Texas motor vehicle gross rental receipts tax.

Sec. 11.3.4. School employees must report any vandalism, thefts or accidents of a rental car to the rental car agency and local law enforcement and must obtain copy of the police report filed.

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[20] Textravel (Transportation; Mileage in personal vehicle) (December 28, 2021).

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Sec. 11.4. Other. The School may reimburse an employee for the actual cost of transportation by bus, limousine, network transportation driver (e.g., Uber), taxi, or other similar mode of transportation if incurred to conduct official business and if it was the most cost-effective mode of transportation available considering all relevant circumstances.[21]

Sec. 12. LODGING.

Sec. 12.1.1. The School shall reimburse an employee for the actual cost incurred at a commercial lodging establishment not to exceed the maximum lodging reimbursement rate authorized by the Texas Comptroller of Public Accounts,[22] except as provided under Sec. 15.2 of this policy.

Sec. 12.1.2. The School may reimburse an employee for actual lodging expenses incurred for no more than the night before official business begins and the night after official business ends.[23]

Sec. 12.1.3. School employees attending conferences and training may stay at the conference hotel or conference partner hotels. However, the School shall only reimburse the employee as set forth in Sec. 12.1.1 of this policy.

Sec. 12.1.4. Employees are responsible for canceling hotel and other arrangements if a trip is cancelled and for presenting a Form 12-302, "Texas Hotel Occupancy Tax Exemption Certificate" to the commercial lodging establishment during the check in process.

Sec. 13. MEALS.[24]

Sec. 13.1.1. The School shall reimburse an employee for actual meal expenses incurred, not to exceed the maximum meal reimbursement rate for the duty point authorized by the Texas Comptroller of Public Accounts, on a day that the employee conducts official School business outside of the employee's place of employment, as defined at Sec. 3.2 of this policy, for at least six (6) consecutive hours.

Sec. 13.1.2. The School's maximum meal reimbursement rate is not a per diem. Accordingly, an employee may only claim the maximum meal reimbursement rate if the employee's actual meal expenses equal or exceed the maximum meal reimbursement rate.

Sec. 13.1.3. An employee whose duties require the employee to travel outside the employee's place of employment without an overnight stay away from the employee's place of employment may be reimbursed for the actual cost of the employee's meals not to exceed thirty-six dollars ($36.00).[25]

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21 Textravel (Transportation; Mass transit, taxi or limousine) (December 28, 2021)
22 Textravel (Meals and Lodging; Lodging; Lodging reimbursements) (December 28, 2021)
23 Textravel (Meals and Lodging; Lodging) (December 28, 2021)
24 Textravel (Meals) (December 28, 2021)
25 General Appropriations Act, Article IX, Part 5, Sec. 5.06(b).

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Sec. 14. MAXIMUM ALLOWABLE TRAVEL RATES.

Sec. 14.1. School officers, as defined in Sec. 5 of the Controlling Policy, and employees shall adhere to and shall not exceed the maximum allowable travel rates authorized by the Texas Comptroller of Public Accounts.[26]

Sec. 14.2. Upon receipt of a written request, the Delegate may approve a higher lodging rate if it is determined that local conditions necessitate an increase in the lodging rate for a particular location.[27]

Sec. 15. ADVANCE.

Sec. 15.1. Upon receipt of a written request, the Delegate may authorize that an employee receive the estimated travel expenses in advance.

Sec. 15.2. The employee shall submit a travel expense report itemizing the use of the advanced payment.

Sec. 15.3. The School may reimburse the employee any additional travel expenses incurred provided that the amounts paid do not exceed the maximum allowable travel rates and are supported in accordance with Sec. 17 of this policy.

Sec. 15.4. The employee shall refund to the School any advanced payment received in excess of the total travel expenses incurred, paid and documented by the employee.

Sec. 15.5. The School shall report to the IRS any amount advanced to the employee as taxable income if the employee fails to comply with this Sec. 16.

Sec. 16. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES.

Sec. 16.1. Required Filing. Upon their return to their place of employment, employees shall file a request for reimbursement of travel expenses form and the required supporting documentation, as established under Sec. 17 of this policy, except as otherwise provided below, within ten (10) business days.

Sec. 16.2. Required Content. Employees shall prepare a Request for Reimbursement of Travel Expenses form that includes the following information:

(a) The employee's full, legal name, identification number, and place of employment.
(b) The travel destination and dates of travel.

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[26] General Appropriations Act, Article IX, Part 5, Sec. 5.06(a)(1).
[27] Textravel (Meals and Lodging; Lodging; Requesting a higher maximum lodging reimbursement rate) (December 28, 2021)

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(c) The actual amounts expended by the employee for lodging, meals, mileage for personal vehicle driven, parking, transportation, and other travel-related expenses.
(d) The amount of the travel advance received by the employee, if any, and a reconciliation of the travel advance amount with the actual travel expenses incurred.
(e) A statement certifying that the employee's request is accurate, complete and true.
(f) A statement certifying that the supporting documents attached to the form are accurate, complete, true and unaltered records.
(g) The employee's signature and date of signature.

Sec. 17. REQUIRED SUPPORTING DOCUMENTATION.[28]

Sec. 17.1. Original, Unaltered Records. For each expense, an employee shall attach original, legible, and unaltered records issued by the vendor that provides sufficient detail to substantiate the expenses reported on the Request for Reimbursement of Travel Expenses form and to demonstrate that the cost incurred is allowable pursuant to this policy and applicable law.

Sec. 17.2. Duplicate Record. Occasionally, an employee may submit a copy of an original record provided that a signed and dated statement is attached to the replica representing that the duplicated record is an accurate, complete, and true facsimile of the original record and that the copy is not a fraudulent version of the original record.

Sec. 17.3. Electronic Versions. An employee may submit an electronic version of a required record provided that all required information is disclosed thereon as provided in this policy.

Sec. 17.4. Failure to Attach. The Delegate or designee shall not reimburse an employee for an expense if the employee does not attach a record conforming to the requirements of this Sec. 17.

Sec. 17.5. Commercial Air Transportation: An employee shall provide a passenger receipt issued by a commercial airline company or an itinerary that includes:

(a) the name of the employee and airline,
(b) the ticket number,
(c) the class of transportation,
(d) the travel dates,
(e) the amount of the airfare, and
(f) the origin and destination of each flight.[29]

Sec. 17.6. Employer Provided Vehicle. An employee shall maintain and provide a log that includes the following information:

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[28] Tex. Ed. Code § 12.115(a)(2); IRS Publication 463 (Chapter 5: Recordkeeping); Textravel (Documentation Requirements) (December 28, 2021)
[29] Textravel (Documentation Requirements – Transportation; Commercial air transportation) (December 28, 2021)

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(a) Employee's full, legal name.
(b) Employee's place of employment.
(c) Vehicle identification number and license plate number.
(d) For each date that the vehicle is driven:
    (1) Date that vehicle was used;
    (2) Full description of the duty point or other destination;
    (3) Business purpose of vehicle use;
    (4) Starting odometer reading;
    (5) Ending odometer reading; and
    (6) Miles driven.
(e) Statement attesting to the accuracy and completeness of the information recorded.
(f) Employee's signature.
(g) Date employee signed the log.[30]

Sec. 17.7. Personal Vehicle. An employee shall provide the total number of miles traveled as determined by a sufficiently detailed point-to-point itemization, which may be documented by an employee's vehicle odometer readings or by a readily available online mapping service. If an online mapping service is used, the employee shall provide a copy of the online map, including route directions and mileage.

Sec. 17.8. Rental Vehicles. An employee shall provide a receipt and/or rental contract that includes the following information:

(a) the name of the motor vehicle rental company,
(b) the name of the renter,
(c) the starting and ending dates of the rental, and
(d) an itemization of expenses incurred.

Sec. 17.9. Other Ground Transportation. For transportation by bus, limousine, network transportation driver (e.g., Uber), taxi, or other similar mode of transportation, an employee shall provide an itemized receipt for that includes the following information:

(a) the name of the company,
(b) the date that the service was received, and
(c) the fare charged.

Sec. 17.10. Lodging. An employee shall provide an itemized receipt or statement issued by the commercial lodging establishment that includes the following information:

(a) The name and address of the commercial lodging establishment,
(b) The name of the employee,

[30] IRS Publication 463, Chapter 5, Recordkeeping.

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(c) The single room rate,
(d) The date(s) that the employee stayed overnight at the establishment,
(e) A daily itemization of the lodging charges, and
(f) Proof of payment.

Sec. 17.11. Incidental Expenses. For an incidental expense exceeding five dollars ($5.00), an employee shall provide an original, itemized third-party receipt.[31] Otherwise, an employee may provide an itemization of the expense incurred.[32]

Sec. 17.12. Training Events. If the travel expenses relate to a training event, an employee shall provide a certificate of attendance, certificate of completion, or other equivalent document demonstrating that the employee attended the conference, seminar, workshop, or other training event.

Sec. 18. REVIEW BY DELEGATE.

Upon receiving an employee's Request for Reimbursement of Travel Expenses form and required supporting documentation, the Delegate or designee shall review and approve or disapprove an employee's request for reimbursement and issue a final determination of the total reimbursement amount due to the employee. If disapproved, the Delegate or designee shall inform the employee in writing of the amount(s) that were disallowed and the basis for the disallowance.

Sec. 19. REVIEW BY BOARD.

Without exception, the Board shall review and approve or disapprove an officer's[33] Request for Reimbursement of Travel Expenses form and required supporting documentation. If disapproved, the Board's designee shall inform the officer in writing of the amount(s) that were disallowed and the basis for the disallowance.

Sec. 20. APPLICABILITY OF STATE TRAVEL RULES.

Except as otherwise established in this policy, the travel requirements promulgated by the Texas Comptroller of Public Accounts shall not apply.

Sec. 21. ELIGIBLE EXPENSES.[34]

Sec. 21.1. An employee may be reimbursed for the following eligible expenses:

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31 IRS Publication 463, Chapter 1, Travel (Standard Meal Allowance).
32 Textravel (Documentation Requirements; Incidental Expenses) (December 28, 2021)
33 *See* Sec. 5 of the Controlling Policy.
34 Textravel (December 28, 2021)

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(a) Common carrier fares for coach or regular passenger seating, including the cost of transportation via airplane, bus, limousine, network transportation driver (e.g., Uber), taxi, and train.
(b) Charges for excessive baggage as long as the travel is related to state business and the charges are reasonable and the number of bags was necessary.
(c) Commercial lodging rates up to the maximum allowable rate.
(d) Hotel occupancy taxes.
(e) Rental car rate, applicable taxes, and mandatory charges.
(f) Collision damage waiver or loss damage waiver if not included in the School's insurance policies.
(g) Maximum mileage reimbursement rate applied to the actual mileage driven to conduct official School business.
(h) Actual cost of meals not to exceed the maximum allowable rate.
(i) Actual cost of incidentals for which a record conforming to Sec. 17.11 of this policy is provided.

Sec. 21.2. Also, *see* Sec. 4, 5 and 6 of this policy.

Sec. 22. CANCELLATION CHARGES.[35]

An employee may be reimbursed for a cancellation charge, related to a travel expense, if the charge was incurred:

(a) For a reason related to School business, or
(b) For a reason related to School business that could not be conducted because of a natural disaster, or
(c) Because the employee was unable to use transportation that was paid in advance to obtain a cost savings because that employee was ill or had a personal emergency.

Sec. 23. INELIGIBLE EXPENSES.

Sec. 23.1. An employee shall not be reimbursed for a cost if it is not authorized or is prohibited by applicable law, rule, or other legal requirement and does not conform to the requirements set forth in this policy.

Sec. 23.2. An employee shall not be reimbursed for the following ineligible expenses:

(a) Alcoholic beverages.
(b) Business or first-class seating.
(c) Entertainment of any kind including, but not limited to, sporting or music venues. *See* Sec. 7 of this policy.

[35] Textravel (Miscellaneous Provisions; Cancellation charges) (December 28, 2021)

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(d) Fines, including, but not limited to, fines assessed for parking or moving violations.
(e) Gratuities or tips.
(f) Membership fees.
(g) Mileage for commuting between an employee's private residence and place of employment.
(h) Personal travel costs, including personal travel that is coordinated with travel relating to official School business.
(i) Reading materials.
(j) Room service, laundry, personal phone calls, internet service for personal use, in-room movies, etc.
(k) Toiletries.
(l) Travel insurance.
(m) Travel for spouses, family members, the employee's companion(s), the employee's children, non-charter school employees, or other acquaintances, associates or guests.
(n) Valet services.

Sec. 23.3. Also, *see* Sec. 4, 5 and 6 of this policy.

Sec. 24. TRAINING AND UPDATES.[36]

The Delegate or designee shall properly train officers and employees on the requirements of this policy and any administrative procedure(s) adopted to implement this policy. Additionally, the Delegate or designee shall keep officers and employees informed of any changes to this policy and related requirements.

Sec. 25. ADMINISTRATIVE PROCEDURES.[37]

The Delegate shall formally adopt administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law and rule. In doing so, the Delegate shall not adopt, and is prohibited from adopting, an administrative procedure that conflicts with applicable law or this policy. Accordingly, the Delegate shall confer with the Board or legal counsel before deviating from the requirements set forth in this policy. In the event that a deviation from this policy becomes necessary, the Delegate shall either recommend an amendment to this policy or the Board's approval of a specific deviation, including the purpose, scope and duration of the requested deviation.

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[36] 2 CFR § 200.303(a), U.S. Government Accountability Office *Standards for Internal Control in the Federal Government*, 4.02 and 4.05.

[37] Consistent with 19 TAC § 100.1033(b)(14)(C)(iv), the Board has the final authority to adopt policies governing charter school operations, including authorizing the Delegate or designee to adopt an administrative procedure to implement this policy. Moreover, as set forth in the School's Articles of Incorporation and Bylaws and in accordance with Tex. Bus. Org. Code §§ 3.101 and 22.201, the Board is the School's governing authority and, as such, manages and directs the School's business and affairs through Board actions, resolutions and policy.

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Sec. 26. DATE ADOPTED AND EFFECTIVE.

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on MDY and became effective on MDY.

Sec. 27. RETENTION.[38]

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter.

Sec. 28. CERTIFICATION.

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Travel, as originally adopted by the Board on MDY, which Policy, as amended, is in full force and effect and has not been revoked or amended.

_____

[INSERT NAME HERE.], Secretary

_____

Date Certified

[38] Tex. Ed. Code §12.1052; 19 TAC §100.1203; See Record Number GR1000-38 and GR1025-25 in Local Schedule GR: Records Common to All Local Governments, Revised 5th Edition (Effective April 17, 2016) adopted by the Texas State Library and Archives Commission at Texas Administrative Code, Title 13, §7.125(a)(1).

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