



Procedures: Travel Checklist, Rates & State Guidelines

School Board Policy states:

The current staff travel rates shall be in accordance with the rates set by the Current Mileage and Travel Reimbursement Rates Applicable to State and Federal Grants as published by TEA. Specifically, the domestic maximum per diem rates for travel is limited to the rates and amounts stated on the General Services Administration (GSA) website. If the travel rates exceed the state and federal grant per diems, the excess travel costs shall be paid from local funds.

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business only with the prior approval of the employee's immediate supervisor. Reimbursement for authorized travel shall be in accordance with legal requirements. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures. The district will reimburse employees for privately-owned vehicle (POV) travel to the extent that allowable costs exceed the employee's normal commuting expenses between his or her residence and the official duty station.

The TEA Travel Guidelines for state and federal funds shall be utilized to ensure that all travel expenditures are in compliance with state and federal guidelines. The guidelines may be found at the TEA website: <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>.

Note: Travel expenses incurred due to the fault of a traveler, except for extenuating circumstances, such as late registration, cancelled flight, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler. To ensure compliance with this Board Policy, the following checklist and guidelines have been developed to aid the traveler.

Preparation:

- Review the Travel Guidelines for Employees
- Obtain verbal authorization from supervisor.
- Verify that funds exist in your campus and/or department budget
- Submit "employee travel request" form via Arrow website under Travel Procedures booking of hotel and conferences prior to travel. (This form automatically route to Central Office.)

Flights, Hotels, Registration Fees:

- Flights will be purchased by the Business Office for the most economical route and schedule to meet the travel plans. Costs associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler.
- Hotels will be purchased by the campus director or Business Office for the most economical rate and location.
- Refer to the in-state and out-of-state travel rates section for specific flight and hotel reimbursement rates.
- Registration fees will be purchased by the campus director or Business Office.
- Reference for GSA rates: <http://www.gsa.gov/portal/content/104877>

Meals

- The "actual cost" of meals shall be recorded on the Expense Report form. It shall be the traveler's responsibility to retain their meal receipts and report the actual cost for audit purposes. The actual cost shall not include any meal tips.
- Meal receipts are required to include the following: date of purchase, vendor name, total dollar amount, and itemized list of items purchased.

- Remember to adjust the requested amount for meals if the conference/workshop will include any meals. If meals are provided as part of the event, reductions should be made in accordance with the GSA Schedule.
- The first and last calendar day of travel is calculated at 75% of GSA rate for the city you are traveling to.
- Per TEA, the meal reimbursement rate for non-overnight travel is up to \$36.

*You must consult the GSA website for the city you are traveling to: <http://www.gsa.gov/portal/content/104877>

Mileage Reimbursement

If requesting mileage reimbursement for driving a personally-owned vehicle, obtain the total miles from the point of departure to the destination using Google Maps: <https://www.google.com/maps> . Attach appropriate map with an approved Expense Report form. In calculating your mileage reimbursement you must deduct your normal daily commute mileage in your calculation by including an additional Google Map.

Non-Allowable Expenses

- Alcoholic drinks or beverages
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances)
- Hotel Internet charges (unless expense is work-related and pre-approved on travel authorization)
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement requests shall be subject to disciplinary action, up to and including termination of employment.
- Expenses that do not have an itemized receipt

After the Trip

- Complete and submit an Expense Report form within 30 days of the trip.
- Attach receipts for all transportation (taxis, shuttles, rental cars, etc.)
- Attach the hotel receipt.
- Report the "actual cost" of meals and tips paid, if any
- Attach registration receipt, if provided
- Attach Certificate of Completion or sign-sheet for any professional development event attended
- Travel expenditures shall not exceed the maximum travel limits
- Submit any requests for reimbursements for travel expenditures that could not be made with a travel card, or were unanticipated. A check will be issued to the traveler after review and approval of the Expense Report form.
- Supervisors should review and sign the Expense Report form and forward with all supporting receipts to the Business Office for verification and approval.
 - The supervisor shall ensure that the traveler has complied with the travel guidelines prior to approval of the Expense Report form.