

## **Hereford Independent School District Employee Travel Procedures**

*Travel must support and relate to the Campus Improvement Plan.*

1) **Employee Travel Authorization:** All travel must be pre-approved and coded for funding by the employee's principal and/or director prior to submitting a Request to Travel form to the Business Office. This approval will need to be completed and submitted to the Business Office at least **30** business days if **flying** and **10** business days if **driving** (failing to submit in a timely manner leads to price increases and may result in a denied authorization). **Failure to file timely travel reports will result in disciplinary action and may require the employee to repay the entire cash advance to the District.** (REG –DEE)

- Travel approval is required any time an employee travels on school district business beyond the school district's boundaries, even if no cost to the district.
- All Requests for Travel forms must be signed by a supervisor prior to arrangements being made.
- One-Day Trainings require same approval process.
- All travel must be related to the employee's job duties.
- All Federal out of state Travel requires TEA approval before any arrangements can be made.
- Reimbursements may be limited in certain instances by contractual restrictions found in some grants, by the availability of funds, or by the approving administrator. Travelers should determine whether there are any such limitations before they make the trip.

### 2) **Transportation**

- **School Vehicle** –Required Transportation Request form must be completed with a budget code and approved by supervisor. It is preferred that a school vehicle be used if one is available. If a school vehicle is not available, an individual will be reimbursed @ .40 per mile with approval. Only a school employee shall operate a School vehicle.
- **Gas Cards** - Cards are available and should be checked out one day prior to departure only for long distance trips. Vehicles are fueled and ready to go for day trips. An Approved Transportation Request Form must be presented at the time of check out from the Business Office. Gas cards will not be issued for personal car use. Gas cards and receipts are returned to the Business Office after completion of the trip.
- **Airfare** – All flight arrangements will be made by the Business Office ONLY. Legal names and date a birth are required for booking flights (the name as it appears on the traveler's driver's license or other state issued ID). Include a printed copy of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice of flight times from the airline website. HISD prefers to use SW Airlines if at all possible. If other airlines are necessary prior approval will be needed. Changes to flight arrangements will be made by the Business Office ONLY after supervisor approval in writing. **Flight arrangements or changes to flight arrangements made by an employee outside of the Business Office will be at the employee's expense.**
- **Personal Vehicles** – Personal vehicles may be used for out of town travel when school district vehicles are not available or if approved by supervisors (REG-DEE). Reimbursement will be based on "best way" at a rate of \$0.40 per mile. Mileage must be documented with a printout from an electronic mapping source such as MapQuest. The Texas Mileage Guide

may no longer be used to calculate mileage. Mileage other than the shortest and most economical route must be specifically justified.

### 3) Lodging

- **Hotel** - Lodging will be paid based on the rate listed in the Federal Domestic Maximum Per Diem chart found on the GSA website ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) or up to \$85 per person if the city and county where the lodging occurs is not listed. City and county taxes will be paid in addition to the maximum lodging rate, but Texas State sales tax will not be paid. If the lodging is out of state, all taxes will be paid. Attach all conference hotel information with 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices and note any special needs. **All Reservations will be made through the Business Office Only. There will not be any Internet Hotel Reservations.**
- A district check or other form of payment, and a state tax-exempt certificate will be provided for hotel payment and **needs to be picked up** prior to departure.
- Self and Valet Parking at the hotel or conference will be reimbursed if documented on the travel request form (REG-DEE).

### 4) Meals

- When overnight lodging is required, meals will be reimbursed up to the maximum daily rate of \$40.00.
- Day of departure and day of return meals will be reimbursed (**with itemized receipts**) up to the maximum per meal allowances of \$10 for breakfast, \$13 for lunch, and \$17 for dinner (REG-DEE). On the day of departure, travel must begin prior to 6:00 a.m. to qualify for the breakfast allowance, prior to 11:00 a.m. to qualify for the lunch allowance and prior to 5:00 p.m. to qualify for the dinner allowance. On the day of return, travel must end after 8:00 a.m. to qualify for the breakfast allowance, after 1:00 p.m. to qualify for the lunch allowance, and after 7:00 p.m. to qualify for the dinner allowance.
- Meals provided by an event/conference are not reimbursed even when the employee chooses to eat elsewhere.
- Meals will be reimbursed only with **itemized** receipts upon return. Receipts must be affixed (taped) to a piece of paper with the like items (e.g. meals, parking, cabs) together and in date order. Receipts must include the name of the vendor, location, date, and dollar amount. These are to be turned into the Business Office with a **Reimbursement for Travel** form that has been completed and signed.
- Unused meal allowances from one day may not be carried forward to pay for the next day's expenses.
- In accordance with local policy (REG-DEE), an employee whose duties require them to travel outside of the district without an overnight stay may be reimbursed for the actual cost of the employee's meals, not to exceed \$40 per day and following the same reimbursement guidelines outlined above. The travel must exceed 6 consecutive hours, where the 6 hours are beyond the regular work day (i.e.: Saturday and Sunday, late evening work events) with prior superintendent approval. Itemized receipts are required upon return. When such meals are paid, they are considered as taxable income per the IRS and will be reimbursed through the payroll system in the employee's next regular pay check.
- Consideration to disperse funds prior to expenditure, for non-contract employees, will be considered by the Superintendent upon request.
- Receipts from a trip must be turned into the Business Office within three business days of the end of travel.
- Tips and gratuities for an individual's travel are not reimbursable.

## 5) Registration

- All conference registration forms will need to be completed. If registrations are entered on-line make a copy of the completed form. Submit this as a receipt for the registration. Include a copy of the conference agenda so times can be considered for flight and meal arrangements.
- Region 16 registrations are completed on-line and need to be printed out and submitted as receipt.
- Please indicate the host hotel (if there is one) as well as any other suggested hotels that are in close proximity to where the conference is being held.
- **When submitting receipts for reimbursement, a certificate or proof of attendance is required. It is the responsibility of the participant to obtain this information. If this information is not received the attendee will be responsible for all registration costs.**

## 6) Miscellaneous

- **Airport parking** – Hereford ISD has an account with Airport Valet at the Amarillo Airport. To use this service identify yourself as an Hereford ISD employee at the time of check-in, sign the ticket upon return, and bring the receipt to the Business Office. If airport parking is paid for by the employee, it is only reimbursed upon return with receipts.
- **Car Rental** - is available only with supervisor approval. All rentals will be made through the Business Office through our account with Enterprise. Only a Drivers License is required of designated driver on rental agreement. Our Enterprise account has the best rate, but must be **made through the Business Office**. The use of a rental vehicle requires documentation to demonstrate that it is more cost effective to use a rental car than to use an alternative mode of transportation.
- **Parking Fees** - an employee who drives a vehicle to a meeting and is requires to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form. Parking and/or travel to shopping malls, leisure events, etc. are not reimbursed. Self or valet parking charges will be reimbursed if the cost is predicted in the travel arrangements. ( REG-DEE)
- **Shuttles or Cabs** will be reimbursed upon return with receipts, only to the conference/travel hotel and airport. Travel to shopping malls, leisure events, etc. are not reimbursed. (REG-DEE)
- **Personal Cancellation** – If an employee cancels a trip due to personal reasons, they may be required to reimburse the school district for all travel expense incurred.

## 7) Unallowable Expenses

- Alcoholic beverages
- Tips and Gratuities
- Sales Tax (except at restaurants)
- Non district-related expenses
- Additional costs incurred by a family member who is not traveling on official school district business. (These expenses are the personal responsibility of the employee and should be put on a separate receipt.)

**A request for travel and/or reimbursement that is not completed or supported by proper documentation as described above will delay processing and reimbursement.**

**For more detail guidance please review Regulation DEE.**