

Hereford Independent School District Student

Travel Request Form Process

Travel must support student engagement and relate to the Campus Improvement Plan.

- 1) **Request for Travel** will need to be completed and submitted to the Business Office at least **30** business days if **flying** and **10** business days if **driving**.
 - **Supervisor approval must be secured prior to proceeding with travel folder completion or budget expenditures.**
 - All Requests for Travel must be signed by teacher and supervisor and Superintendent if over 400 miles or out of state.(FMG-Reg)
 - Requests submitted that are incomplete or lacking signatures will be returned unprocessed.
 - All Federal travel requires TEA approval before any arrangements can be made.
 - Beyond District travel funds will be made available to UIL events only.
 - Other events will be permitted to budget and utilize activity fund for regional, state or national travel. (FMG-Reg)
 - **Failure to file timely travel reports will result in disciplinary action for staff.**

- 2) **Mileage / Airfare**
 - **School Vehicle** –**Required Transportation Request must be completed.** A completed form will include a budget code and approved by supervisor. All School vehicles will be operated by a school employee only.
 - **Gas Cards** - Cards are available and should be checked out one day prior to your departure. An **Approved Transportation Requests Form** must be presented at the time of check out from the Business Office. 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 birth dates are required for booking flights. Include a printed copy of 1st, 2nd, 3rd choice of flight times from the airline website. Hereford ISD prefers to use SW Airlines if at all possible. If other airlines are necessary prior approval will be needed. No Changes to flight arrangements will be made by individuals. **All changes will go through the Business Office ONLY after supervisor approval in writing.**

3) Rooms

- **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) 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 1st, 2nd, 3rd 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.
- Sponsors Rooms are based on a 10:1 ratio as required.
- School sponsored event is responsible for the District Bus Drivers Room.
- A **district check** or other form of payment will be provided for the hotel payment.

4) Meals

- **Adults** Per Diem is \$40.00 per day (breakfast-\$10, Lunch -\$13, Dinner-\$17) base number of meals on the time of day one departs and returns will be reimbursed with itemized receipts. 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 event/conference are to be taken into consideration in your planning and are not reimbursed even when the group chooses to eat elsewhere.
- **Student** Per Diem is \$24.00 (\$8.00 a meal) per day or as program budget will allow. Meals provided by event/conference are to be taken into consideration in your planning. **A district check or other form of payment will be made out to the sponsor of the group and a form will be provided for signatures for those receiving money. The signed form must be returned back to the Business Office or receipts are turned in if money is not dispensed to the students with any excess returned to the Business Office.**
- **If adults are included in the advance payment for meals, it will be the \$8. If after the trip you want the adult allotted amount itemized receipts are required.** Receipts must be affixed (taped) to a piece of paper with 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.
- **Gratuities/Tips** – Are not allowed, unless the vendor requires for a large group and will only be allowed if proof is presented with receipt.

5) Registration

- All conference registration forms will need to be completed. If registrations are entered on-line make a copy of completed form to be submitted as a receipt. Include a copy of the conference agenda so times can be considered for flight and meal arrangements.

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 sign the ticket upon return and return the receipt to the Business Office. If you pay airport parking it is only reimbursed 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 it has to be **made through the Business Office**.
- Shuttle or Cabs will be reimbursed upon return with receipts.
- **Hotel Parking for Buses** – It is the responsibility of the sponsor to visit with the hotel about the procedures and cost for parking the bus and it should be included on the travel request form.
- **Self and Valet Parking** – are reimbursed only if acknowledge on the travel request form with receipts.

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 FMG Regulation.