

# TRAVEL GUIDELINES

# TABLE OF CONTENTS

General Information .....	3
Miscellaneous Information .....	4
Local Travel Information .....	5
Local Travel Checklist .....	7
Out of District Travel Information.....	9
Out of District Travel Checklist .....	11
Out of State Travel Checklist.....	13
Out of State Travel Checklist .....	15
Student Travel .....	17
Federal Funds Travel/Non-Employee Travel .....	18
Athletic/Student Travel Checklist.....	19
Vehicle Travel.....	22
District Vehicle Reservations .....	23
Forms.....	24

# GENERAL INFORMATION

## GENERAL

All employees are required to get advanced approval for travel and leave. The employee travel expenses must be substantiated pre-travel form. This form is to be completed by the employee and approved by the employee's supervisor. The travel request must be submitted to the Business Office a **minimum of 10 business days prior to departure**.

*Individual departments/campuses may set reimbursement limits that are lower than the amounts stated in the travel guidelines. In addition, departments/campuses may set a limit on the total amount to be reimbursed for a particular trip.*

### Note

- ◆ Travel expenses not pre-approved may result in non-reimbursement by the district
- ◆ If the employee resigns and receives travel funds in advance, employee is required to return the funds to the district
- ◆ If travel plans deviate from the required travel plans such as pre or post personal days, shall be paid by the traveler

**For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend personal days at the travel destination, the additional cost, if any, to fly on Friday shall be paid by the traveler**

- ◆ Be aware of the online hotel booking sites, they do not provide proper detail receipts. The use of these sites may jeopardize reimbursement.

## **REIMBURSEMENT**

- Airfare is the only expense that will be reimbursed in advance before travel

## MISC INFORMATION

All receipts must be itemized – **a credit card receipt is not acceptable.**

### REGISTRATIONS

- ◆ Should be processed by DPay directly to the organization – ***not paid by the employee and reimbursed*** (*Registrations paid out of pocket will not be reimbursed until 2 weeks before the conference*)
- ◆ Reduce meal per diem for any meals provided by the conference or hotel

### AIRFARE

#### Suggest using district credit card to purchase tickets

- ◆ Must be lowest available coach fare
- ◆ Preferred seating will not be reimbursed
- ◆ Travel Protection Plan is not reimbursed by the district
- ◆ Advance purchase fares must be utilized when possible
- ◆ Credits for unused non-refundable fares must be utilized for subsequent trips when possible OR reimbursed to the district
- ◆ Original receipt is required for submission
- ◆ Funds will need to be returned to the district if airfare was paid out of pocket and **unused**

### BAGGAGE HANDLING

- ◆ Will reimburse only **ONE** checked baggage (*each way*) (up to 50 lbs) with a receipt
- ◆ Tips to airline baggage handlers limited to \$1.00 per bag
- ◆ Tipping is not allowed for federal funds

### UNALLOWABLE EXPENSES

- ◆ Alcoholic beverages
- ◆ Expenses incurred for a spouse or other traveling companion
- ◆ Entertainment Expenses: Movies, golf games, tours, other entertainment
- ◆ Newspapers, magazines
- ◆ Laundry/Dry cleaning
- ◆ Personal phone calls
- ◆ Souvenirs, other personal items
- ◆ Personal public transportation use
- ◆ Charges for internet usage
- ◆ Tipping, when paid by federal funds
- ◆ Any expense over the maximum allowed

### TOLL ROAD EXPENSES

- ◆ Allowed - Must have proof of expense

### PARKING AND GROUND TRANSPORTATION

- ◆ Itemized/original receipts are required for: parking, taxi, shuttle, train, Uber, Lyte
- ◆ Valet parking is allowed only if that is all that is available
- ◆ Tipping paid at the traveler's discretion and not allowed for reimbursement purposes
- ◆ Transportation for personal use is not reimbursable (parking, taxi, shuttle, train, Uber, Lyte)

## **HOTELS**

An EMS-ISD employee is entitled to lodging expenditures incurred on a day the employee conducts official school business at a duty point located **100 miles** from the school district headquarters.

Lodging expenditures will be reimbursed for the day before business is to be conducted provided that the stay is required to be at a scheduled meeting on time.

Lodging expenses must be incurred at a commercial lodging establishment; ***this is not to include Air bnb***

- ◆ ORIGINAL itemized hotel receipt is required (must include detail breakdown of daily room rate, tax rate, and any other fees)
- ◆ Present to the hotel “HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE” to avoid paying state tax in Texas. If employee fails to present a completed exemption certificate, sales tax will not be reimbursed. *The hotel occupancy tax exemption does not apply to out-of-state travel*
- ◆ Personal items **will not** be reimbursed (e.g. movies, laundry, gym, spa, personal phone calls)
- ◆ ***Lodging upgrades will not be reimbursed***

## **INDISTRICT MILEAGE**

### **IN DISTRICT MILEAGE**

- ◆ Local travel is reimbursed when traveling from between campuses and *within* the EMSISD area.
- ◆ *The district mileage chart can be found on the districts website under: Departments/Finance & Accounts Payable/Forms and Guidelines.*
- ◆ Documentation between campuses is not required

### **REIMBURSEMENTS ALLOWED**

*(receipts are required for all; [www.google.com/maps](http://www.google.com/maps) required for mileage)*

- ◆ Mileage **OR** Gas
- ◆ Parking
- ◆ Toll
- ◆ Public transportation (for parking, taxi, shuttle, train, Uber, Lyte)

# LOCAL TRAVEL NO OVERNIGHT INFORMATION

## Reimbursements allowed for travel:

*(receipts are required for all; [www.google.com/maps](http://www.google.com/maps) required for mileage)*

- ◆ Mileage **OR** Gas
- ◆ Parking
- ◆ Toll
- ◆ Public transportation (for parking, taxi, shuttle, train, Uber, Lyte)

**Proof of attendance is required: name badge, continuing education form, or other verification of attendance obtained at the training location**

## MILEAGE - LOCAL

Local travel is considered to be within a 100 mile radius of the school district headquarters. Such requests should include only mileage outside of EMS-ISD and surrounding areas:

**Tarrant, Dallas, Parker, Wise, Denton, Collin, and Johnson.**

- ◆ Use the shortest distant from home or office
- ◆ All requests for local mileage reimbursement must be accompanied by a mileage reimbursement log which shows the date, starting point, ending point, purpose of trip, and number of miles. The form must be signed by the employee **and** the supervisor
- ◆ The mileage form will need to be supported by proper documentation such [www.google.com/maps](http://www.google.com/maps), *except for mileage between campuses*
- ◆ Mileage is reimbursed at the rate prescribed by the current IRS rate (*this amount changes each January 1*)
- ◆ Reimbursement requests for local mileage must be submitted **monthly OR no later than quarterly**

Mileage beyond this distance and all mileage associated with *overnight* travel should be claimed on the Travel form

## **MEALS - LOCAL**

Local meals are not allowed in the following counties: **Tarrant, Dallas, Parker, Wise, Denton, Collin, and Johnson.**

### **APPROVED LOCAL TRAVEL – NO OVERNIGHT TRAVEL**

When there is no overnight travel or when travel is within the counties listed, and the employee is required to be away from work (other than during normal business hours) for a period in excess of three hours, **must be approved by the Deputy Superintendent:**

- ◆ **Meals shall be reimbursed based on actual amounts. Itemized original receipt will need to be submitted** (*a credit card receipt is not acceptable*)
- ◆ When one person is responsible for paying for all meals, the following is required for reimbursement: the original itemized receipt, name of person(s) in attendance, the reason for the meal, and approval of the employee's immediate supervisor
  - ✓ *\*If the hotel provides breakfast, the district will not reimburse breakfast eaten elsewhere*
  - ✓ *\*If the conference provides a meal, the district will not reimburse that meal if eaten elsewhere*

### **THE FOLLOWING DO NOT QUALIFY FOR REIMBURSEMENT OF MEALS:**

- ◆ Breakfast, lunch or dinner on your own in anticipation of or during a meeting, training session or seminar (unless such meal has a qualified business purpose as noted above)
- ◆ Meals taken prior to or upon arrival from an overnight trip (unless such meal has a qualified business purpose as noted above)
  - Examples:
    - ✓ You are at a training session at Region XI and you break for lunch. You and your fellow teachers head out to a local restaurant for lunch – ***This is not a business meal***
    - ✓ You talk about the seminar – ***this is not a business meal*** – the fact that business was discussed does not constitute a business meal
    - ✓ Your principal states that there will be a mandatory staff luncheon to discuss the presentation and presents information and fosters discussion during lunch – **This is a business meal and is reimbursable**

# LOCAL TRAVEL OVERNIGHT CHECKLIST

**TRAVEL FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE 10 BUSINESS DAYS PRIOR TO DEPARTURE DATE**

## **PREPARATION:**

- ☐ **Prior approval is required from the Supervisor/Principal**
- ☐ **Need prior approval from Deputy Superintendent**
- ☐ Vehicle Rental – pre-approval is needed from Deputy Superintendent
- ☐ Registration – prepay to vendor (*not out of pocket*):
  - ☐ Registrations paid out of pocket will not be reimbursed any sooner than **10 business days before the conference**
- ☐ Verify funds exist in your budget
- ☐ Review Travel Guidelines
- ☐ Meals:
  - ✓ **All meal receipts must be turned in and itemized**
  - ✓ Meals provided by the conference, hotel, *should NOT be included* as a per diem on the form (*not including continental breakfast*)
  - ✓ Meals paid by district credit card, should not request meal per diem
- ☐ Lodging expenses must be incurred at a commercial lodging establishment; *this is not to include Air bnb*
  - ☐ Lodging – include the name of hotel on the form
  - ☐ Lodging upgrades will not be reimbursed
  - ☐ ORIGINAL itemized hotel receipt is required (must include detail breakdown of daily room rate, tax rate, and any other fees)
  - ☐ Present to the hotel “HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE” to avoid paying state tax in Texas. If employee fails to present a completed exemption certificate, sales tax will not be reimbursed. *The hotel occupancy tax exemption does not apply to out-of-state travel*
- ☐ Personal items **will not** be reimbursed (e.g. movies, laundry, gym, spa, personal phone calls)

## ***NOTE:***

***-Be aware of the online hotel booking sites, they do not provide proper detail receipts. The use of these sites may jeopardize reimbursement***



### **ITEMS TO SUBMIT WITH TRAVEL FORM:**

- ☐ **Due in Business office 2 weeks before travel**
- ☐ Deputy Superintendent and Supervisor signature is required on travel form
- ☐ *Director/Principals travel form signed by supervisor*
- ☐ Agenda/itinerary
- ☐ Google Map for mileage
- ☐ Hotel reservation
  - if sharing a room, include person's name on the form
  - only one person responsible for room (do not co-mingle funds)
    - ☐ Advances will be direct deposited into the travelers account 24-48 hours after the processed date

### **Secretaries Responsibility - Local**

- ☐ Submit a dpay, include it on the form
- ☐ Return both copies of the travel form AND the above items to the Business Office for processing
  - ✓ Once processed, the financial secretary will receive the yellow copy of the form and will forward to the traveler (*or a copy*) along with any other documentation

**IF ANY PART OF THE FORM IS NOT COMPLETED CORRECTLY, IT WILL BE RETURNED, WHICH MAY CAUSE A DELAY IN ADVANCED FUNDS**

### **DURING TRAVEL:**

- ☐ Submit the Hotel Tax Exemption form at time of check in
- ☐ DO NOT co-mingle funds with other employees/students
- ☐ Retain all receipts: Meals, parking, ground transportation, Uber...
  - ✓ *Approved Local Meals must have itemized receipts*

### **AFTER TRAVEL:**

- ☐ **Complete the laserfiche travel form no later than 2 weeks after travel.** Include:
- ☐ Itemized receipts required, *including meals*
- ☐ **Proof of attendance-badge, certificate...;**
- ☐ Complete last column on form "actual expenses"
- ☐ Check/cash – remaining funds if amount is owed to the district  
If the district owes the traveler, an ACH deposit will be processed
- ☐ **DO NOT SENT CASH THROUGH INTEROFFICE MAIL**
- ☐ Tape all receipts to an 8 ½ x 11 sheet of paper (*one side only*)
- ☐ Do not highlight on receipts
- ☐ Student roster list
  - ☐ Secretary will reconcile the Laserfiche form and documents and enter the approval

# OUT OF DISTRICT TRAVEL INFORMATION

## CANCELLATIONS

Staff members that have been approved to travel to an event and are not able to attend are responsible for the following:

- ◆ Immediately notify financial secretary and financial secretary will notify the Accounting Payable Clerk
- ◆ Return all advanced funds within 3 business days to the Accounting Payable Clerk
- ◆ If travel was with students and they will attend with another sponsor, immediately notify the financial secretary and the financial secretary will notify the Accounting Payable Clerk

## MILEAGE – OUT OF DISTRICT

- ◆ Include mileage on the Travel form, include supporting documentation such as [www.google.com/maps](http://www.google.com/maps)
- ◆ Use the shortest distant from home or office
- ◆ Mileage accumulated while at the destination point will not be reimbursed
- ◆ Mileage is **paid** at the rate prescribed by the current IRS rate (*this amount changes each January 1*)

## MEALS – OUT OF DISTRICT

An EMS-ISD employee is entitled to be reimbursed for meal expenditures incurred on the day that the employee conducts official school business when an overnight stay is required.

Set at the rate prescribed by the State of Texas – currently \$59.00 per diem for full day.

Per Diem	Rate
Breakfast	\$14.00
Lunch	\$18.00
Dinner	\$27.00

- Breakfast eligibility: must leave by 8:00 am
- Lunch eligibility: must leave by 10:00 am or return after 1:00 pm
- Dinner eligibility: must return after 6:00 pm
- ◆ Employees are limited to one outstanding advance at a time
- ◆ A meal will **not** be reimbursed when provided by the conference/hotel
- ◆ Per diem amounts include 18% tips and gratuities
- ◆ Receipts for meals are not required and should not be submitted
- ◆ Proof of attendance is required: name badge, continuing education form, or other verification of attendance obtained at the conference site
- ◆ Meals should be requested on a Travel form, *not an employee reimbursement*

## **HOTELS – OUT OF DISTRICT**

An EMS-ISD employee is entitled to lodging expenditures incurred on a day the employee conducts official school business at a duty point located 100 miles from the school district headquarters.

Lodging expenditures will be reimbursed for the day before business is to be conducted provided that the stay is required to be at a scheduled meeting on time.

*Only one person responsible for room (request a transfer for shared rooms AFTER travel has been completed)*

Lodging expenses must be incurred at a commercial lodging establishment; ***this is not to include Air bnb***

- ◆ ORIGINAL itemized hotel receipt is required (must include detail breakdown of daily room rate, tax rate, and any other fees)
- ◆ Present to the hotel “HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE” to avoid paying state tax in Texas. If employee fails to present a completed exemption certificate, sales tax will not be reimbursed. *The hotel occupancy tax exemption does not apply to out-of-state travel*
- ◆ Personal items **will not** be reimbursed (e.g. movies, laundry, gym, spa, personal phone calls)
- ◆ ***Lodging upgrades will not be reimbursed***

# OUT OF DISTRICT TRAVEL CHECKLIST

<b>TRAVEL FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE 10 BUSINESS DAYS PRIOR TO DEPARTURE DATE</b>
--

## **TRAVLER PREPARATION:**

- ☐ Prior approval is required from supervisor/principal
- ☐ Verify funds exist in your budget
- ☐ Review Travel Guidelines
- ☐ Obtain copy of training/conference agenda/itinerary to verify registration, meals....

## **PRIOR TO TRAVEL:**

- ☐ Registration – prepay to vendor (*not out of pocket*):
  - ☐ Registrations paid out of pocket will not be reimbursed any sooner than 10 business days before the conference
- ☐ Meals:
  - ✓ Meals provided by the conference/hotel, *should NOT be included* as a per diem amount on the form (*this does not include continental breakfast*)
  - ✓ Meals paid by district credit card, should not request meal per diem

***NOTE: Be aware of the online hotel booking sites or Airbnb, they do not provide proper detail receipts. The use of these sites may jeopardize reimbursement***

- ☐ Transportation-Airline – after approval, purchase and reimbursement is granted before travel
- ☐ Vehicle Rental – pre-approval is required from Deputy Superintendent

## **TRAVELER ITEMS TO SUBMIT WITH TRAVEL FORM:**

- ☐ Due in Business Office 10 business days before departure date
- ☐ Include Agenda/itinerary
- ☐ Include Google Map for mileage
- ☐ Parking-verify price on website: *Valet only allowed if Self-parking is not available*
- ☐ Include Hotel reservation
  - only one person responsible for room (*request a transfer for shared rooms AFTER travel has been completed*)

## Secretaries Responsibility Out of District

- ☐ Verify required information and submit a dpay

**IF ANY PART OF THE FORM IS NOT COMPLETED CORRECTLY, IT WILL BE RETURNED, WHICH MAY CAUSE A DELAY IN ADVANCED FUNDS**

### **DURING TRAVEL:**

- ☐ Submit the Hotel Tax Exemption form at time of check in
- ☐ DO NOT co-mingle funds with other employees/students
- ☐ Retain all receipts: Parking, ground transportation,..., EXCEPT MEAL RECEIPTS

### **AFTER TRAVEL:**

**Complete post travel form no later than 10 business days after travel**

- ☐ ITEMS TO ATTACH INCLUDE FOLLOWING:
  - ☐ Itemized receipts required, except meals
  - ☐ If meals were paid by district credit card or not used, return per diem amount
  - ☐ **Proof of attendance-badge, certificate...**
  - ☐ Student roster list
  - ☐ Send a check or money order for funds owed to the district  
If the district owes the traveler, an ACH deposit will be processed
  - ☐ **DO NOT SEND CASH THROUGH INTEROFFICE MAIL**
  - ☐ Secretary will reconcile and forward to accounts payable

# OUT OF STATE TRAVEL INFORMATION

## MILEAGE – OUT OF DISTRICT

- ◆ Include mileage on the Travel form, include supporting documentation such as [www.google.com/maps](http://www.google.com/maps)
- ◆ Use the shortest distant from home or office
- ◆ Mileage accumulated while at the destination point will not be reimbursed
- ◆ Mileage is **paid** at the rate prescribed by the current IRS rate (*this amount changes each January 1*)

## MEALS – OUT OF DISTRICT

An EMS-ISD employee is entitled to be reimbursed for meal expenditures incurred on the day that the employee conducts official school business when an overnight stay is required.

Set at the rate prescribed by the State of Texas – currently \$59.00 per diem for full day.

Per Diem	Rate
Breakfast	\$14.00
Lunch	\$18.00
Dinner	\$27.00

- Breakfast eligibility: must leave by 8:00 am
- Lunch eligibility: must leave by 10:00 am or return after 1:00 pm
- Dinner eligibility: must return after 6:00 pm
- ◆ Employees are limited to one outstanding advance at a time
- ◆ A meal will **not** be reimbursed when provided by the conference/hotel
- ◆ Per diem amounts include 18% tips and gratuities
- ◆ Receipts for meals are not required and should not be submitted
- ◆ Proof of attendance is required: name badge, continuing education form, or other verification of attendance obtained at the conference site
- ◆ Meals should be requested on a Travel form, *not an employee reimbursement*

## HOTELS – OUT OF STATE

An EMS-ISD employee is entitled to lodging expenditures incurred on a day the employee conducts official school business at a duty point.

Lodging expenditures will be reimbursed for the day before business is to be conducted provided that the stay is required to be at a scheduled meeting on time.

- ◆ Lodging expenses must be incurred at a commercial lodging establishment; ***this is not to include Air bnb***
- ◆ ORIGINAL itemized hotel receipt is required (must include detail breakdown of daily room rate, tax rate, and any other fees)
- ◆ The hotel occupancy tax exemption does not apply to out-of-state travel
- ◆ Personal items **will not** be reimbursed (e.g. movies, laundry, gym, spa, personal phone calls)
- ◆ ***Lodging upgrades will not be reimbursed***

# OUT OF STATE TRAVEL CHECKLIST

**TRAVEL FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE 10 BUSINESS DAYS PRIOR TO DEPARTURE DATE**

## **PREPARATION:**

- ☐ Out of State Travel must be approved by Deputy Superintendent
- ☐ Out of The United States travel must be approved by Superintendent
- ☐ Verify funds exist in your budget
- ☐ Review Travel Guidelines
- ☐ Obtain copy of training/conference agenda/itinerary to verify registration, meals....

## **PRIOR TO TRAVEL:**

- ☐ Registration – prepay to vendor (*not out of pocket*):
  - ☐ Registrations paid out of pocket will not be reimbursed any sooner than 10 business days before the conference
- ☐ Meals:
  - ✓ Meals provided by the conference/hotel, *should NOT be included* as a per diem amount on the form (*this does not include continental breakfast*)
  - ✓ Meals paid by district credit card, should not request meal per diem

***NOTE: Be aware of the online hotel booking sites or Airbnb, they do not provide proper detail receipts. The use of these sites may jeopardize reimbursement***

- ☐ Transportation-Airline – after approval, purchase and reimbursement is granted before travel
- ☐ Vehicle Rental – pre-approval is required from Deputy Superintendent

## **ITEMS TO SUBMIT WITH TRAVEL FORM:**

- ☐ Due in Business Office 10 business days before departure date
- ☐ Include Agenda/itinerary
- ☐ Include Google Map for mileage
- ☐ Parking-verify price on website: *Valet only allowed if Self-parking is not available*
- ☐ Include Hotel reservation
  - only one person responsible for room (*request a transfer for shared rooms*)



## Secretaries Responsibility Out of state

- ☐ Verify required information and submit a dpay

**IF ANY PART OF THE FORM IS NOT COMPLETED CORRECTLY, IT WILL BE RETURNED, WHICH MAY CAUSE A DELAY IN ADVANCED FUNDS**

### **DURING TRAVEL:**

- ☐ Submit the Hotel Tax Exemption form at time of check in
- ☐ DO NOT co-mingle funds with other employees/students
- ☐ Retain all receipts: Parking, ground transportation,..., EXCEPT MEAL RECEIPTS

### **AFTER TRAVEL:**

**Complete post travel form no later than 10 business days after travel**

- ☐ ITEMS TO ATTACH INCLUDE FOLLOWING:
  - ☐ Itemized receipts required, except meals
  - ☐ If meals were paid by district credit card or not used, return per diem amount
  - ☐ **Proof of attendance-badge, certificate...**
  - ☐ Student roster list
  - ☐ Send a check or money order for funds owed to the district  
If the district owes the traveler, an ACH deposit will be processed
  - ☐ **DO NOT SEND CASH THROUGH INTEROFFICE MAIL**
  - ☐ Secretary will reconcile and forward to accounts payable

# STUDENT TRAVEL

## **DISTRICT FUNDING**

Guidelines for student travel using District funding include the items presented above with the following modifications:

- ◆ All students traveling at districts expense must be accompanied by an EMS-ISD employee
- ◆ The employee accompanying students will be allowed meal per diem
- ◆ If students receive funds to eat on their own – a meal per diem form signed by each student is required to substantiate meal limits:

Per Diem	Rate
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$10.00

- ◆ If students eat as a group and the sponsor pays the restaurant – the itemized restaurant receipt is required; total mount must remain within the per diem/per person rate
- ◆ A list of student names must accompany the travel form
- ◆ Advances can be processed for events to be held within 30 days
- ◆ Itemized Hotel receipt is required

## **DISTRICT POLICY (FMG) LOCAL**

- ◆ Transportation for Student Travel  
*Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations*
- ◆ In-State Overnight Travel  
Any in-state overnight trips taken by student organizations and other student groups shall require approval from the principal
- ◆ Out-of-State Travel  
*ALL out-of-state trips taken by student organizations or other student groups shall require approval from the Deputy Superintendent.*

# FEDERAL FUND TRAVEL

## **EMPLOYEE TRAVEL**

Federal guidelines include the items presented above with the following modifications:

- ♦ Lodging paid from **federal funds** is limited to \$85.00 per day, per person (departments should check their state website to verify allowed rates by destination/city)
- ♦ The \$51 meal per diem may be requested in advance in the amounts listed below; however itemized meal receipts will be required upon completion of the trip with the difference in amount returned. (taxes & tips may not be paid from federal funds)

Per Diem	Rate
Breakfast	\$11.00
Lunch	\$16.00
Dinner	\$24.00

*TIPPING OF ANY KIND IS NOT ALLOWED*

# NON-EMPLOYEE TRAVEL

## **BOARD MEMBER TRAVEL**

Cost of travel for board members will be reimbursed using the same criteria as district employees per BBG (LOCAL) BOARD MEMBERS: COMPENSATION AND EXPENSES.

## **NON-DISTRICT EMPLOYEES**

If a spouse, family member and/or other non-district employee travel with a district employee, the district will only reimburse the cost incurred by the employee. If additional expenses are incurred due to the non-employee traveling with an employee (e.g. additional room, charges...) those expenses will be paid by the employee.

# ATHLETIC STUDENT TRAVEL CHECKLIST

## **PREPARATION:**

- ☐ Must be submitted to the Athletic secretary **three weeks in advance**
- ☐ Only **one** month of meal money requested at a time
- ☐ Each travel form must be reconciled after the last listed event date. Remaining money will need to be turned in after the event and NOT used for upcoming events
- ☐ If 2 or more coaches/staff will be feeding students together, the form should be made payable **to one person** and that person will be responsible for reconciling. Funds should not be co-mingled or exchanged among different groups or individuals
- ☐ Group dining – original receipt needed from actual restaurant **not** individual preparing food
- ☐ Per diem form – students must sign their own name and input the amount of money they received

## **MEAL ADVANCE PROCESS:**

### **ITEMS TO SUBMIT WITH TRAVEL FORM:**

- ☐ The requestor will complete a travel form:
  - ◆ Actual number of students and sponsors
  - ◆ Meal(s) requested: breakfast, lunch, dinner
  - ◆ Extend total amount: #students/sponsors times meal total per day
  - ◆ List # of games times estimated # of students

**Exception:** Football, which is by event, due to large amount

**\*\*A new form can be submitted for the next event but will not be released until the previous form has been returned\*\***
- ☐ Include an event form or itinerary
- ☐ Hotel reservation receipt is required even if the hotel was prepaid
  - only one person responsible for room (do not split funds)
- ☐ Mileage documentation: Google Maps
- ☐ Advances will be direct deposited into the travelers account 24-48 hours after the processing date

<p><b>IF ANY PART OF THE FORM IS NOT COMPLETED CORRECTLY, IT WILL BE RETURNED, WHICH MAY CAUSE A DELAY IN ADVANCED FUNDS</b></p>
--

### **ATHLETIC SECRETARY RESPONSIBILITY:**

- ☐ Once the form has been approved by the Athletic Director, the secretary will verify all documentation and submit a dpay

#### **Students Per Diem**

Per Diem	Rate
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$10.00

#### **Employee Per Diem**

Per Diem	Rate
Breakfast	\$14.00
Lunch	\$18.00
Dinner	\$27.00

### **DURING TRAVEL:**

- ☐ The Meal Per Diem Certification Form should be completed as follows:
  - ◆ Requester will complete header information
  - ◆ Each student and sponsor will print and sign their own name and input dollar amount they received
  - ◆ Requester will sign the distribution confirmation at the bottom of the form

***\*\*This is the only form that will be accepted by the Business Office\*\****

- ☐ If group dining is used, a printed team roster and meal receipt will be submitted *in place* of the Meal Per Diem Certificate Form.

### **AFTER TRAVEL**

- ☐ The “Actual Expenses” will need to be completed **10 business days**
  - ◆ Money owed to the traveler will be paid within two weeks of receiving the reconciled travel form in the business office.
  - ◆ Money owed to EMS-ISD must be returned **at the time** the form is completed and submitted
- ☐ Original itemized receipts must be submitted for all items **except** for meal per diem

<p align="center"><b>IF ANY PART OF THE FORM IS NOT COMPLETED CORRECTLY, IT WILL BE RETURNED</b></p>
--

### **ATHLETIC SECRETARY RESPONSIBILITY:**

- ◆ DO NOT complete the form for the traveler
- ◆ Verify all required documents are attached and reconciled
- ◆ Submit documents to the Business Office within **10 business days**

# SCOUTING TRAVEL

- ♦ A travel form **must be submitted at the end of the football season** (*not the end of the year*)
- ♦ Meals – actual receipts must be presented not to exceed the per diem
- ♦ The mileage form will need to be supported by proper documentation such [www.google.com/maps](http://www.google.com/maps)
- ♦ Mileage is reimbursed at the rate prescribed by the current IRS rate (*this amount changes each January 1*)

# VEHICLE TRAVEL

## **PERSONAL VEHICLE**

- ◆ If more than one district employee is attending the same conference or workshop, carpooling is encouraged
- ◆ Mileage rate of the current IRS rate
- ◆ Shortest distance from home or office
- ◆ Supporting documentation is needed for reimbursement such [www.google.com/maps](http://www.google.com/maps). *Mileage accumulated while at the destination point will not be reimbursed*
- ◆ Departments/Campuses may set a mileage reimbursement rate that is less than the current IRS rate
- ◆ Will reimburse for mileage **OR** fuel, **not both**
- ◆ No reimbursements for oil, repairs, etc

## **RENTAL VEHICLE**

Vehicle rental will be permissible only if the District does not have an available vehicle and must be cheaper than taxi or other transportation. This requires **advance approval of the deputy superintendent.**

Only district employees are allowed to drive the vehicles, students are not allowed to drive under any circumstances. If an employee receives a traffic ticket, camera surveillance, parking ticket, etc, the employee is responsible for paying the fine in a timely manner and reporting all incidents to their immediate supervisor.

Enterprise Car Rental will be used by EMISD for renting vehicles:

- ☐ Any Enterprise Car Rental locations may be used

### **Requirements for renting a vehicle from Enterprise:**

- ☐ Call for rental quote
- ☐ Submit a purchase order, **Do not prepay for car rental**
- ☐ Attached confirmation
- ☐ Reservation Information to present to Enterprise

Driver's License, Purchase order #, Driver of rental car, Date location

### **Driver responsibility:**

- ☐ Valid driver's license
- ☐ Present "MOTOR VEHICLE RENTAL EXEMPTION CERTIFICATE" to avoid paying state tax
- ☐ Purchase optional loss damage waiver coverage
- ☐ Do not purchase liability coverage

### **Responsibility after rental:**

- ☐ Driver will give original invoice to secretary
- ☐ Secretary will send original invoice to the Business Office, which should include drivers name and purchase order number

# DISTRICT VEHICLE RESERVATIONS

If you are a district employee and need to reserve a vehicle, please follow the directions below. Please reserve vehicles as soon as possible as they are available on a first come, first serve basis.

## **White Fleet Guidelines for all District Employees Effective June 2, 2022**

- All vehicle reservations will be submitted using the link below via Euphoria Formspace.
- Reservations will be on a first-come/first-serve basis unless approved by the Director of Facility Operations.
- Reserved vehicles cannot be picked up on Friday for a trip beginning on Monday.
- Key pickup is between 7:00am - 4:30pm Monday through Friday
- District vehicles are not allowed to be stored overnight at campuses or at a private residence. Return vehicles to the Maintenance Facility nightly.
- Reservations for trips involving students will take priority over reservations for trips with staff members only.
- All reservations are for transporting staff members only.
- Submit a campus/department budget code with your reservation. Trip miles will be charged to that budget code (adults only). No charge if traveling with students.
- All requests must have campus, department, or administration approval.
- After approval or denial of the reservation, the staff member will receive an email notification. Please read this notification for any special instructions or information.
- If you do not receive an approval email notification, see your campus principal or a departmental approver.
- District vehicles are to be used for district business only and should not be utilized for any personal use.
- Park your personal vehicle in the spot currently occupied by the district vehicle you are checking out.

[Click here and sign in to Eduphoria](#)

Click Formspace

Click "Submit new form" at the bottom of the page

Click "General Forms"

Click the appropriate "Vehicle Reservation" for your trip

All approvals and confirmations will be emailed throughout the process.

**PLEASE NOTE - There are separate forms for CAMPUS and ATHLETICS/CENTRAL OFFICE**



# FORMS

## **HOTEL TAX EXEMPTION**

This form is presented to the hotel, *at the time of arrival*, to avoid paying hotel tax in Texas

*NOTE: not used for out of state travel*

## **MILEAGE CHART/REIMBURSEMENT LOG**

Mileage chart is miles calculated from location to location within the district

Mileage reimbursement log is used for all travel mileage only. *If mileage is a part of per diem conference travel, include the mileage on a travel form*

## **MOTOR VEHICLE TAX EXEMPTION CERTIFICATE**

This form is presented to the rental facility, *at the time of arrival*, to avoid paying state tax in Texas

## **OUT OF STATE TRAVEL REQUEST FORM**

This form must be presented to the Deputy Superintendent prior to making arrangements. Once approved, accompany this form with the Travel form.

## **STUDENT MEAL PER DIEM**

This form is to be signed by the student receiving meal per diem