

TRAVEL GUIDELINES

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GENERAL INFORMATION

GENERAL

All employees are required to get advanced approval for travel and leave. The employee travel expenses must be substantiated on a travel expense voucher form. This form is to be filled out and signed by the employee and approved by the employee's supervisor. **Both** copies of the form must be submitted to the Business Office a **minimum of 2 weeks 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

OUT OF DISTRICT TRAVEL INFORMATION

MILEAGE – OUT OF DISTRICT

- ◆ Include mileage on the Travel Expense Voucher, include supporting documentation such www.mapquest.com OR [www.google maps.com](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

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 \$51.00 per diem for full day.

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

- Breakfast eligibility: must leave by 7:00 am
- Lunch eligibility: must leave by 10:00 a.m. or return after 1:00 pm
- Dinner eligibility: must return after 7:00 pm

- ◆ Employees will have only one outstanding advance at a time
- ◆ A meal will **not** be reimbursed when the registration includes that meal
- ◆ Per diem must include 15% tips and gratuities
- ◆ Receipts for meals are not required by the Business Office and should not be turned in with expense report
- ◆ Proof of attendance is required: name badge, continuing education form, or other verification of attendance obtained at the conference site for conference or event must be submitted)
- ◆ Incidental expenses will not be reimbursed
- ◆ Employee's meal only, should be requested on a Travel Voucher
- ◆ Advances can be processed for events to be held within 30 days

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 in order to be at a scheduled meeting on time.

Lodging reimbursements outside the boundaries of EMS-ISD but within 100 miles require prior approval from the Deputy Superintendent.

- ◆ Lodging expenses must be incurred at a commercial lodging establishment
- ◆ ORIGINAL itemized hotel receipt is required (must include detail breakdown of daily room rate, tax rate, and any other fees) – even if amount was prepaid
- ◆ 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)
- ◆ Charges for internet usage must be approved by deputy superintendent
- ◆ ***Lodging upgrades will not be reimbursed***

OUT OF DISTRICT TRAVEL CHECKLIST

APPROVAL

TRAVEL VOUCHER MUST IN BUSINESS OFFICE 2 WEEKS PRIOR TO TRAVEL DATE

PREPARATION:

- Prior approval is required from supervisor/principal**
- Verify funds exist in your budget
- Review Travel Guidelines
- Obtain Travel Voucher from Financial Secretary
- 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 until 2 weeks before the conference
- Meals:
 - ✓ Meals included at the conference, hotel, ***should NOT be included*** as a per diem on the voucher (***this does not include continental breakfast***)
 - ✓ Meals paid by district credit card, should not request meal per diem
- Lodging – include the name of hotel on the voucher
 - Traveler - Verify whether meals are included

NOTE: Be aware of the online hotel booking sites, 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 needed from Deputy Superintendent

ITEMS TO SUBMIT WITH TRAVEL VOUCHER:

- Due in Business office 2 weeks before travel**
- Completed and signed Travel Voucher
- Include Agenda/itinerary
- Include Mapquest/Google Map for mileage
- Parking-verify price on website: ***Valet only allowed if Self-parking is not available***
- Other expenses - estimate
- Include Hotel reservation
 - if sharing a room, include person's name on the voucher
 - 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
- Submit to secretary for Director/Principals signature

Secretaries Responsibility Out of District

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

IF ANY PART OF THE VOUCHER 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, Uber..., EXCEPT MEAL RECEIPTS

AFTER TRAVEL:

- Complete and return the yellow copy of travel voucher form no later than 2 weeks after travel.** Include:
 - 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
 - Tape all receipts** to an 8 ½ x 11 sheet of paper (*one side only*)
 - Do not highlight on receipts
 - Complete last column on voucher “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**
- Secretary will reconcile, sign and forward the yellow copy and documentation to accounts payable

OUT OF STATE TRAVEL CHECKLIST

APPROVAL

TRAVEL VOUCHER MUST BE IN BUSINESS OFFICE 2 WEEKS PRIOR TO TRAVEL DATE

PREPARATION:

- Prior approval is required from supervisor/principal
- Out of State Travel must be approved by Deputy Superintendent** Out of United States travel must be approved by Superintendent
- Verify funds exist in your budget
- Review Travel Guidelines
- Obtain Travel Voucher from Financial Secretary
- 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 until 2 weeks before the conference
- Out of State Travel – Employees and Students
- Need prior approval from Deputy Superintendent
- Do the following to submit form to Deputy Superintendent:**
 - ✓ Eduphoria
 - ✓ Formspace
 - ✓ Out of state travel request
 - ✓ Complete form
 - ✓ Once approved by Deputy Superintendent, attach the approval copy to signed Travel Voucher and send all to Deputy Superintendent to review expenses
- Meals:
 - ✓ Meals included at the conference, hotel, ***should NOT be include*** as a per diem on the voucher (***this does not include continental breakfast***)
 - ✓ Meals paid by district credit card, should not request meal per diem
- Lodging – include the name of hotel on the voucher
 - Traveler - Verify whether meals are included

NOTE: Be aware of the online hotel booking sites, 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 needed from Deputy Superintendent

ITEMS TO SUBMIT WITH TRAVEL VOUCHER:

- Due in Business office 2 weeks before travel**
- Out of State Travel form from Deputy Superintendent
- Completed and signed Travel Voucher
- Include Agenda/itinerary
- Include Mapquest/Google Map for mileage
- Parking-verify price on website: *Valet only allowed if Self parking is not available*
- Other expenses - estimate
- Hotel reservation
 - if sharing a room, include person's name on the voucher
 - 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
- Submit to secretary for Director/Principals signature

Secretaries Responsibility – Out of State

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

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

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, Uber..., EXCEPT MEAL RECEIPTS

AFTER TRAVEL:

- Complete and return the yellow copy of travel voucher form no later than 2 weeks after travel.** Include:
 - 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
 - Tape all receipts to an 8 ½ x 11 sheet of paper (*one side only*)
 - Do not highlight on receipts
 - Complete last column on voucher “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**
- Secretary will reconcile, sign and forward the yellow copy and documentation to accounts payable

LOCAL TRAVEL INFORMATION

Reimbursements allowed for local travel:

(receipts are required for all; mapquest/googlemaps required for mileage)

- ◆ Mileage or Gas
- ◆ Parking
- ◆ Toll
- ◆ Public transportation (bus, train, shuttle, uber...)

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.mapquest.com OR [www.google.com](http://www.google.com/maps)
- ◆ Mileage is reimbursed at the rate prescribed by the current IRS rate
- ◆ Reimbursement requests for local mileage must be submitted **monthly or no later than quarterly**
- ◆ Proof of attendance is required: name badge, continuing education form, or other verification of attendance obtained at the conference site

Mileage beyond this distance and all mileage associated with *overnight* travel should be claimed on a Travel Expense Voucher

IN DISTRICT MILEAGE

Local travel is reimbursed when traveling from building to building or surrounding businesses *within* the EMSISD area.

- ◆ *The district mileage chart can be found on the districts website under: Departments/Finance & Accounts Payable/Forms and Guidelines.*
- ◆ Documentation within the district is not required

Local mileage reimbursement thru August 31 must be submitted by September 20 in order for the expenditure to be recorded in the correct fiscal year

MEALS - LOCAL

Reimbursement of local meals is subject to federal laws (IRS – compensation and reimbursement) and State rules and regulations. Local meals are defined as meals taken when there is *no overnight stay* away from home and travel is within the following counties: **Tarrant, Dallas, Parker, Wise, Denton, Collin, and Johnson.**

Currently the State of Texas may reimburse a state employee for “...meal expense incurred within the employees’ designated headquarters if it is **mandatory and connected** with training, a seminar or a conference”. However, the term “mandatory” and the connection to training, seminars or conferences may be unreasonably limiting for the purposes of reimbursement of school district employees.

IRS rules and regulations allow for reimbursement of meals when a stated “business purpose” exists. This seems to be a more reasonable standard and one that will be incorporated for use within EMS ISD.

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 and has been 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**

HOTELS – LOCAL

- ◆ Local lodging is only allowed if it has been pre-approved by the Deputy Superintendent
- ◆ Once approved, follow the Local District procedures

LOCAL TRAVEL CHECKLIST

APPROVAL

TRAVEL VOUCHER MUST BE IN BUSINESS OFFICE 2 WEEKS PRIOR TO TRAVEL DATE

PREPARATION:

- Prior approval is required from the Deputy Superintendent**
- Verify funds exist in your budget
- Review Travel Guidelines
- Obtain Travel Voucher from Financial Secretary
- 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 until 2 weeks before the conference
- Need prior approval from Deputy Superintendent**
- Meals:
 - ✓ **All meal receipts must be turned in and itemized**
 - ✓ Meals included at the conference, hotel, ***should NOT be included*** as a per diem on the voucher (***not including continental breakfast***)
 - ✓ Meals paid by district credit card, should not request meal per diem
- Lodging – include the name of hotel on the voucher
 - Traveler - Verify whether meals are included

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

- Vehicle Rental – pre-approval is needed from Deputy Superintendent

ITEMS TO SUBMIT WITH TRAVEL VOUCHER:

- Due in Business office 2 weeks before travel**
- Deputy Superintendent and Supervisor signature is required on travel voucher
- Director/Principals travel voucher signed by supervisor*
- Agenda/itinerary
- Mapquest/Google Map for mileage
- Hotel reservation
 - if sharing a room, include person's name on the voucher
 - 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 voucher
- Return both copies of the travel voucher AND the above items to the Business Office for processing
 - ✓ Once processed, the financial secretary will receive the yellow copy of the voucher and will forward to the traveler (*or a copy*) along with any other documentation

<p style="text-align: center;">IF ANY PART OF THE VOUCHER IS NOT COMPLETED CORRECTLY, IT WILL BE RETURNED, WHICH MAY CAUSE A DELAY IN ADVANCED FUNDS</p>

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, except meals: Parking, ground transportation, Uber...
 - ✓ *Approved Local Meals must have itemized receipts*

AFTER TRAVEL:

- Complete and return the yellow copy of travel voucher form no later than 2 weeks after travel.** Include:
 - Itemized receipts required, *including meals*
 - Proof of attendance-badge, certificate...;
 - Complete last column on voucher "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 1/2 x 11 sheet of paper (one side only)*
- Do not highlight on receipts
- Student roster list
- Secretary will reconcile, sign and forward the yellow copy and documentation to accounts payable

MISC INFORMATION

OTHER

- ◆ All receipts must be original and must be itemized – a credit card receipt is **not** acceptable.
- ◆ Sales tax may **not** be reimbursed (*except on meals*)

REGISTRATION

- ◆ Should be processed by DPay directly to the organization – **not paid by the employee and reimbursed**
- ◆ Reduce meal per diem if any meals included in registration fees

AIRFARE

- ◆ 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

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

PARKING AND GROUND TRANSPORTATION

- ◆ Original receipts are required for parking, taxi, shuttle, Uber, etc
- ◆ Valet parking is allowed only if that is all that is available
- ◆ Tipping for valet parking limited to \$2.00 – *not allowed for federal funds*
- ◆ Tipping for taxi limited to 15% - *not allowed for federal funds*
- ◆ **No reimbursement for personal taxi, uber or other transportation use**

TOLL ROAD EXPENSES

- ◆ Allowed - Must have proof of expense

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 unless approved by assistant superintendent
- ◆ Tipping, when paid by federal funds

- ◆ Any expense over the maximum allowed

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	\$6.00
Lunch	\$7.00
Dinner	\$9.00

- ◆ If students eat as a group and the sponsor pays the restaurant – the itemized restaurant receipt is required (amount must be reasonable under the circumstances and approved by the sponsor’s supervisor)
- ◆ 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:

- The 2 part travel voucher must be completed in ink
- Must be submitted to the Athletic secretary **three weeks in advance**
- Only **one** month of meal money requested at a time
- Each travel voucher 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 voucher 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 VOUCHER:

- The requestor will complete a travel voucher (in ink):
 - ◆ Actual number of students and sponsors
 - ◆ Meal(s) requested: breakfast, lunch, dinner
 - ◆ Extended total amount: #students/sponsors x meal total per day
 - ◆ List # of games x estimated # of students
- Exception:** Football, which is by event, due to large amount
- **A new voucher can be submitted for the next event but will not be released until the previous voucher 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: Mapquest, Googlemap, etc
- Send the voucher **and** the above items to the Athletic Secretary **three weeks in advance**
- Advances will be direct deposited into the travelers account 24-48 hours after the processed date

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

Athletic Secretary Responsibility

- Once the voucher has been signed by the Athletic Director, the secretary will submit the request for funds
- Return to the traveler: A Meal Per Diem Certification Form, Hotel Exemption form **and** the yellow copy of the voucher

Students Per Diem

Per Diem	Rate
Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$9.00

Employee Per Diem

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

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

- On the yellow copy of the voucher, complete the “Actual Expenses” box section, no later than **2 weeks after travel**
 - ◆ Failure to submit the voucher in the allotted time will result in deductions from your paycheck as indicated on the voucher
 - ◆ Money owed to the traveler will be paid within two weeks of receiving the reconciled travel voucher at the travel desk. Money owed to EMS-ISD must be returned **at the time** the yellow copy is due to the Business Office
- Original itemized receipts must be submitted for all items **except** for meals
- An itemized receipt with group roster OR the Meal Per Diem form
- Sign and return the voucher and documentation to the Athletic secretary for verification

**ALL RECEIPTS MUST BE TAPED ON A 8 ½ x 11 SHEET OF PAPER
(ONE SIDE ONLY) Do NOT tape over any print on the receipts.**

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

Athletic Secretary Responsibility

- ◆ DO NOT complete the form for the traveler
- ◆ Verify all required documents are received; Reconcile “Actual Expenses”; and sign that you have verified the information
- ◆ Return the voucher and documents to the Business Office within **2 weeks after travel**
- ◆ If no money is due, indicate \$0.00 and return the voucher

SCOUTING TRAVEL

- ◆ A travel voucher **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
- ◆ Voucher must be accompanied by the mileage log and a roster list indicating the meals

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.mapquest.com OR [www.google.com](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:

Enterprise Car Rental
401 N. Main St, Ste. 111
Ft Worth, TX 76106
817-626-6399

Requirements for renting a vehicle from Enterprise:

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

****NEW****

White Fleet Guidelines for Staff Members for all District Employees Effective January 16, 2016

- ◆ All vehicle reservations will be submitted using the Euphoria Formspace
- ◆ Reservations will be a first-come/first-serve basis unless approved by the Director of Maintenance
- ◆ Employees must reserve a vehicle a minimum of two (2) business days in advance unless prohibited by the event circumstances
- ◆ Reserved vehicles cannot be picked up on Friday for a trip beginning on Monday. Vehicles shall not be stored over night or over the weekend on non-district property
- ◆ Reservations for trips involving students will take priority over reservations for trips with staff members only
- ◆ All reservations for transporting staff members only, will need to have a campus/department budget code submitted with the reservation. Additionally, trip miles will be charged to that budget code for these trips
- ◆ After approval or denial of the reservation, the staff member will receive an email notification. Please read this email notification for any special instructions or information
- ◆ District vehicles are to be used for District business only and shall not be utilized for any personal use
- ◆ No more than two White Fleet vehicles shall be reserved for any one event. Any trip that requires more than two white fleet vehicles will need to contact GoldStar to reserve a bus.

Vehicle reservations are submitted using the link below via Eduphoria Formspace.

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

Click Formspace

Click "Submit new form" at the bottom of page

Click "General Forms"

Click the appropriate "Vehicle Reservation" for your trip

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 voucher*

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 Voucher.

STUDENT MEAL PER DIEM

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

TRAVEL VOUCHER

This is a duplicate form and will need to be completed by the traveler, approved and signed by the supervisor