

# IOWA PARK CONSOLIDATED ISD

## PROCEDURES: TRAVEL

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### Travel Guidelines Overview:

**School Board Policy DEE Local states:** 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 processes established herein have been developed on the premise that employees will use good judgment and prudence in the expenditure of district funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip.

**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.**

All travel expenses shall comply with federal, state and local guidelines.

- ❑ **Tips for meals – shall be allowed only with local funds (Fund 199), not to exceed 20% of the meal expense.**

### **Federal guidelines (IRS):**

- ❑ All travel expenses shall be paid under an Accountable Plan: 1) travel must have a business connection; 2) the traveler shall account for all expenses; 3) meal expenses shall be in conjunction with overnight travel only, unless traveling with students.
- ❑ The meal expenses for the day of departure and return shall be adjusted based on the time of departure and return as noted on the Meal Reimbursement Form.

### **Federal Guidelines (EDGAR):**

- ❑ All travel expenses paid with federal grant funds (typically funds 2XX) shall meet the new EDGAR requirements (200.474) such as: 1) all travel costs must be reasonable and necessary; 2) all travel costs must be consistent with the district's travel policy; 3) all travel costs must be directly related to the grant award; and 4) all travel costs must meet the obligation of expenses rules.
- ❑ In addition, all federally-funded travel expenses must meet the TEA's Current Travel & Mileage Reimbursement Rates (as published in the most recent TEA Correspondence).
- ❑ **All out-of-state travel must be pre-approved by the granting agency (USDE) and/or the pass-through entity (TEA) prior to any travel arrangements such as registration, lodging, and/or airline reservations. The TEA Request for Prior Approval for Out-of-State Travel form is posted on the TEA website at:**  
<http://tea.texas.gov/index2.aspx?id=25769821440>.

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### State Guidelines (TEA):

- ❑ All mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts apply to all grants (federal and state, typically funds 2XX, 3XX and 4XX) funded by TEA for individuals on travel status. Refer to GSA rates for the current fiscal year at: <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>
- ❑ All travel expenses paid with federal and state grant funds shall meet the allowable travel expenses as specified in the TexTravel Guidelines, subject to limits imposed by District travel guidelines.

### Registration Fees:

- ❑ Employees traveling on school business must submit a Purchase Order Requisition or Payment Authorization Form, approved by the Principal or Supervisor, to the Business Office for their registration to a conference or workshop.
- ❑ A copy of the Registration Form must be attached showing if the vendor will accept a Purchase Order or if they require a check for the registration.
- ❑ The Business Office will then send either a Purchase Order or check to the vendor unless instructed differently by the requestor.

### Lodging: **\*\*RECEIPTS REQUIRED\*\***

#### Employees:

- ❑ IPCISD will pay for the cost of overnight trips at the hotel/facility listed as the host hotel(s) where the conference, seminar, etc. is being held or an alternate location when necessary.
- ❑ The employee will need to make the reservation.
- ❑ **Do not use online travel booking websites to make hotel reservations!** They generally do not deduct State tax, do not provide itemized receipts and are non-refundable.
- ❑ A Payment Authorization Form must be used to request a credit card for a hotel. The name of the hotel should be complete with address, dates staying, and number of rooms needed. The form should also include city and county taxes and **exclude** State tax because the District is exempt. A Hotel Tax Exempt form will be included with the credit card to be given to the hotel. The person traveling will need to sign and give the Tax Exempt form to the hotel upon checking in.
- ❑ If a spouse attends with an IPCISD employee, any additional room costs must be paid for by the employee. Additional charges such as movies and laundry will be at the employee's expense.
- ❑ Upon check out, it is ***very important*** that the person traveling review the billing to ensure that State tax was not charged and that the bill is itemized and the payment is reflected. If an itemized receipt is not provided, one must be requested.
- ❑ **Hotel Cancellations** – To avoid cancellation fees, the employee is responsible for notifying the hotel prior to the cancellation deadline. If the hotel is not notified by the required deadline, the employee may be required to pay any fees assessed by the hotel.

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- ❑ **Federal Funds** – If lodging costs are chargeable to federal grant funds, employees must meet TEA’s Current Travel & Mileage Reimbursement Rates (see below).
- ❑ The traveler may, at his/her request, stay with a family member or friend instead of at a hotel. If the traveler selects this option, the traveler shall not receive any payment in lieu of lodging costs.

### **Students:**

- ❑ Lodging for students will only be provided for competitions that warrant overnight stays.
- ❑ The sponsor/coach will need to make the reservation for the hotel accommodations and follow the same procedures listed for lodging for employees.

### **Travel Rates:**

The link below to the Domestic Maximum Per Diem Rates should be used to determine the appropriate rates for in-state and out-of-state travel when being paid with Federal or State funds:  
<http://www.gsa.gov/portal/category/21287>

**Note: General fund accounts shall be used to pay meal and lodging costs in excess of the Domestic Maximum Per Diem Rates. Iowa Park CISD does not pay for any meals for day trips unless traveling with students. A day trip is defined as a trip that does not require an overnight stay.**

### **Transportation:**

#### **Automobile Travel**

- ❑ Employees should use a district-owned vehicle as the preferred method of transportation, when available.
- ❑ Employees should enter a request for a vehicle on the District’s website by clicking Departments and then Transportation. The employee will be prompted to log in and put in a vehicle request.
- ❑ If using a district-owned vehicle, the employee will need to come to the Business Office and will be issued a Fuel Card for their trip. The employee will keep all fuel receipts. Upon returning, the employee will fill out the Credit Card Fuel Receipt Voucher with the proper budget code, attach the fuel receipts, sign and have their Principal/Supervisor sign it and return it with the Fuel Card to the Business Office.
- ❑ If a district-owned vehicle is not available, the employee can choose to either rent a vehicle or use their personal vehicle.
  
- ❑ **Personal Vehicles:**
  - District related travel in a personal vehicle shall be reimbursed at the current mileage rate established by the Internal Revenue Service.

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- Mileage should be documented through the use of an electronic mapping source (Google/MapQuest/Yahoo) showing the total miles from the starting point (home or district address) to the destination.
  - Personal mileage incurred while on travel status is not eligible for district reimbursement.
  - If more than one person is traveling on the same itinerary, they should carpool in one vehicle whenever possible.
  - Employees may opt to use the District Fuel Card instead of claiming a mileage reimbursement. Employees cannot claim both! If choosing this option, the employee should fill up their vehicle at their own cost before the trip. This will ensure that the District is only paying for the allowable travel expense when using the Fuel Card.
- **Car Rental**
- Automobile rental of a midsize or lower rate is another option for travel that is available for employees.
  - The District utilizes **Enterprise Rent-A-Car** and **Avis Rent A Car** for travel requiring the use of a rental vehicle under the State Travel Management Program through the District's membership in the TPASS Co-Op.
  - The employee will need to submit an approved Purchase Requisition to the Business Office so that a Purchase Order can be issued. The employee will need to call Enterprise or Avis to reserve the vehicle and give them the Purchase Order number at that time. The links below are provided for your convenience.
  - Links: [Avis Rent A Car System, Inc.](#)  
[Enterprise Rent-A-Car](#)
  - **Insurance:**
  - When renting a vehicle from all domestic Enterprise locations as well as most Avis locations under the State of Texas contract, the daily rate includes both LDW and Liability coverage. Not all Avis locations honor the SOT contract in whole; some do not include these coverages in the daily rate. Please see [Avis Contract Exceptions \(PDF\)](#).
  - **LDW** (Loss/Damage Waiver or comprehensive), which covers all damage to the rental vehicle if it was rented under the state contract; and
  - **Liability**, which covers persons and property outside the rental vehicle. The amount of this extended liability insurance is \$100,000 bodily injury per person, \$300,000 bodily injury per occurrence; and \$50,000 property damage per occurrence, for a total of \$350,000 per accident.
  - **Note:** If you rent a vehicle from a contract rental car vendor using a rate other than the State of Texas Contract Rate (e.g., a promotional rate), the insurance may not be included. You **MUST** request the State of Texas Contract Rate and provide the proper rate identifier code in order to receive the insurance coverage and the services provided in the state's contract.

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- **Re-Fueling Provisions:**
- ***Avis:*** Vehicles are provided to travelers with a full tank of gas. If the vehicle is not returned with a full tank of gas, a gasoline charge will be incurred at the current cap rate per gallon of fuel.
- ***Enterprise:*** Vehicles are provided to travelers with a full tank of gas. All rental cars need to be returned with a FULL tank of gas. If the vehicle is returned without a full tank, Enterprise will include a “convenience service charge” that will in turn be charged to the renter’s budget.
- **NOTE: If you are given a vehicle that does not have a full tank of gas, be sure the gas level is noted on the rental agreement. Return the vehicle with the same level of fuel in it.**
  
- **Secondary Drivers:**
- ***Avis:*** Additional or secondary driver fees are waived for a State of Texas employee, a non-employee traveling on official State business, a spouse or a companion traveling with a disabled State employee traveling on official State business. Secondary drivers who are not employed by the State of Texas must be 18 years of age or older, on official state business, have a valid driver's license, and fill out an additional driver form.
- ***Enterprise:*** Additional or secondary driver fees are waived for secondary drivers that are traveling with a State employee on official state business. Additional drivers must be at least 18 years of age and present a valid driver's license at the rental location. Secondary drivers could include life partners listed on the same insurance policy.
- For more information refer to the TPASS link at:  
<http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/>
- For rental cars, the employee will need to come to the Business Office pick up a Fuel Card for their trip. The employee will keep all fuel receipts. Upon returning, the employee will fill out the Credit Card Fuel Receipt Voucher with the proper budget code, attach the fuel receipts, sign and have their Principal/Supervisor sign it and return it with the Fuel Card to the Business Office.
  
- **Parking Charges**
- Parking charges shall be allowable for all travel events in-state and out-of-state, as appropriate, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status.
- Parking at the airport at the employee’s home location shall be allowable, as appropriate, for all required travel dates. Additional parking days, at the employee’s option due to pre or post travel days shall not be allowable costs with district funds.
- Parking receipts must be submitted by the employee on the Travel Reimbursement Form.
  
- **Toll Charges**
- Toll charges shall be allowable for all travel events, as applicable, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status.

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- Toll receipts, as appropriate, must be submitted by the employee with the Travel Reimbursement Form.
- **Taxi, Shuttle, etc.**
  - Taxi and shuttle costs shall be allowable for all in-state and out-of-state travel events, as applicable, if the traveler is on travel status.
  - Taxi and shuttle tips may be paid at the traveler's discretion, but will **not** be allowable travel costs for reimbursement or payment with any district funds.

### Air Fare

- Travel by airplane will be allowed when either 1) airfare is cheaper than the mileage reimbursement plus car rental (if needed) or 2) when travel by automobile is not feasible.
- Employees traveling by commercial air carrier must travel in the most cost-effective manner and utilize the lowest possible coach fares.
- The employee will need to fill out a Pay Authorization and get approval from their Principal/Supervisor.
- Once airfare for a trip has been approved, the employee will need to come to the Business Office and use the school credit card to make the flight reservation.
- When arranging airfare accommodations, **do not use online travel booking websites** (i.e. Orbitz, Travelocity, etc.). These entities do not allow for changes in itinerary and are non-refundable.

### Meals **\*\*RECEIPTS REQUIRED\*\***

- **Employee Meals:**
  - Meals are reimbursed only for overnight trips, unless traveling with students.
  - Upon returning from trips, employees are to fill out the Meal Reimbursement Form.
  - Employee meal per diem is \$9.00 for Breakfast, \$11.00 for Lunch and \$16.00 for Supper.
  - Detailed receipts **must** be attached and the District will pay up to the per diem amount for each meal. **NOTE: A credit card receipt with no detail is not acceptable!**
  - To claim a meal reimbursement for breakfast, the employee must leave by 7:00 a.m.
  - To claim a meal reimbursement for lunch, the employee must return after 1:00 p.m.
  - To claim a meal reimbursement for supper, the employee must return after 7:00 p.m.
- **Student Meals:**
  - Students are allowed \$10.00 per meal. They must leave by 7:00 a.m. to claim breakfast, and return after 7:00 p.m. to claim supper.
  - There are 3 options for paying for Student Meals:
    1. The sponsor/coach taking students on a trip may call ahead to a restaurant to see if the meals can be charged by using a District purchase order. If so, then the sponsor/coach would fill out a requisition, have their Principal/Supervisor approve it and send it to the Business Office for a purchase order to be issued. The sponsor/coach would then give the purchase order to the restaurant and bring back a detailed receipt to the A/P Manager for a check to be issued for payment.

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2. If the restaurant requires payment at the time of purchase, the sponsor/coach would fill out a Payment Authorization, have their Principal/Supervisor approve it and send it to the Business Office for a check to be issued to the restaurant. The Payment Authorization should be turned in at least 3 days before the trip, if possible. The sponsor/coach is responsible for making sure they have the check before taking the trip **and** for turning in a detailed receipt to the Business Office after the trip.
3. The sponsor/coach taking the students on a trip shall complete a **Payment Authorization Form** payable to them with the total number of students going, the total amount needed. The form should be approved by their principal or supervisor and turned in to the Business Office at least 3 days before the trip. A check will be issued, the employee will cash it and give each student their allotted monies. A **Student Travel Requisition Form** must be signed by each student showing the amount of money they received. This form should be totaled and if any students didn't go on the trip and there is money left over, it should be turned in with the form to the Accounts Payable Manager in the Business Office so it can be deposited.

### **District Non-Allowable Travel 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.