

Section B - Travel

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TRAVEL POLICIES

General

The following travel policies shall apply to all individuals traveling on behalf of the McAllen Independent School District. Different travel policies may be imposed on certain employees based on the type of trip or on the funding source of the trip (i.e., various contracts and grants awarded to the District.)

For individuals traveling using a federal grant or any other fund that limits the reimbursement amount, the allowable amount of the grant or fund will supersede any amounts contained in this procedure.

ANY EXCEPTIONS TO TRAVEL PROCEDURES MUST BE APPROVED BY THE SUPERINTENDENT OR HIS/HER DESIGNEE.

R Employee travel without students, excluding In-district mileage, must be approved by appropriate Assistant Superintendent (before submitting to Accounting).

Eligibility

1. The Superintendent or his/her designee determine the eligibility of individuals to travel on official school business.
2. Para-professional/Hourly employees may travel for staff development within the Region One Area.
 - Local in-service training should be utilized as a first choice.
 - Out of Region One travel should be conducted within the work week/hours in order to avoid overtime. The work week begins on Saturday and ends on Friday.
 - Out of Region One training should be approved in advance by the appropriate Assistant Superintendent.
3. Personnel who have been requested by the Executive Team to represent the District will have a final review of their request by the Superintendent or his designee for approval or disapproval. Funding provided by an Assistant Superintendent's budget will be a criterion in determining whether or not the person will attend a professional meeting as a District representative. This type of travel will be figured on a reimbursement basis.

Day Trips

Day trips are defined as those trips where an overnight stay is not required.

Therefore, an out-of-town trip would be classified as a day trip if the employee is not required to remain out-of-town overnight. Travel policies for day trips are the same as those for overnight trips with the following exceptions:

1. **Travel advances** will be approved for day trips only when student travel is involved.
2. An employee may not be reimbursed for meal expenses if the employee is outside the employee's designated headquarters for fewer than six consecutive hours on the day the expenses are incurred.
- R** 3. Scouting involving day trips require one travel form per trip. Meal reimbursements are not to exceed the applicable meal allowance as defined by the State of Texas Travel Allowance Guide. Itemized receipts and a list of all individuals and their position/title are required. Mileage will be reimbursed at the rate of .550 cents per mile based on the Official State Mileage Guide (Refer to mileage charts).

District Play-Off Games

1. Teams reaching district level play-offs should contact the Business Office for a determination of allowable and unallowable expenditures.
For example: players, cheerleaders, sponsors and any other individuals requesting district funds to travel to these types of events, are required to obtain prior approval from the Business Office.

Policy for Travel Approval

- R** 1. The approval of the appropriate Assistant Superintendent on the Travel Form signifies an approval for the trip requested.
2. Deviations from the Accounting Travel Policies must have a separate approval.
 - A memo is required indicating the reason for the deviation.
 - The approval for any reimbursement resulting from a deviation should be done by the appropriate Assistant Superintendent.
3. Only one Travel Advance/Reimbursement Requisition form should be prepared per trip, per person. Travel Advance/Reimbursement Requisition form must be completed by the requester and approved in advance by the Assistant Superintendent, Lead Director, and/or Principal. Individual traveling cannot approve his/her own Travel Advance/Reimbursement Requisition form.

4. One travel form may be submitted for groups when the registration fee is the only expense incurred and requested for payment/reimbursement. The account number(s) must reflect proper coding for each member in the group.
- R** 5. A travel form is required for all staff development sessions conducted externally (i.e. Region One) when there is registration fee.
6. A travel form is not required when attending meetings.
7. When completing the requested information on the Travel Advance/Reimbursement Requisition form, **always** indicate the arrival and departure date and time. This information is required to determine the meal allowance.
8. When submitting the Travel Advance/Reimbursement Requisition form, always indicate the **contact person** and **phone number** whom we can call in case questions arise.
9. Original receipts and documentation for travel must be submitted within 10 business days of the return date. Students are required to sign their name for all meal money received on the Student/Sponsor Meal Allowance Sheet. The Student/Sponsor Meal Allowance Sheet is required to be submitted to the Accounting Department along with the yellow copy of the Travel Advance/Reimbursement Requisition form upon completion of travel.
10. Travel expenses shall be paid only from the fund authorized or appropriated for travel.
11. Personnel with an approved travel budget should avoid expenditures over budgeted amounts. If an increase in budget is needed, please submit a budget amendment with ample time to avoid unnecessary delay in travel reimbursement payments.
12. Travel advances will be paid only for the following:
 - * Registration Fees
 - * Airline
 - * All expenses related to student travel
 - * All expenses related to non-employees (parents and Board members).
13. Once you receive an advance, the original vendor's invoices must be submitted to the Accounting Department within 10 days of completion of the event which you requested advance payment. If the invoices are not received within this time, you will not be advanced additional travel money or other reimbursements.

14. Each person traveling (with the exception of student groups and staff groups incurring only a registration fee) must complete their own Travel Advance/Reimbursement Requisition form. If employees are sharing certain expenses, and only one original invoice is obtained, the person held accountable will be the individual requesting reimbursement. List the name, position/title and corresponding account number of all individuals who are sharing expenses.
15. Employees traveling in a group must submit travel form reimbursements to Accounting as a group before any reimbursement may occur. Accounting reviews group travel for consistency purposes.
16. If a group of employees are traveling by air to attend a conference, then the most economical mode of transportation should be used from the hotel to the conference, such as a shuttle, taxi or car rental.
17. Maximum Allowable limits for travel reimbursements are permitted. These arrangements should be made between the person traveling and their supervisor.
18. When more than four employees travel on the same dates with the same itinerary to conduct the same business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees. Coordination is required by individuals of the same campus or administrative department. "Coordination of travel" means employees traveling together in one personally owned or leased motor vehicle.

(Example: four (4) individuals to a vehicle)

Exceptions must be approved by the immediate supervisor in writing explaining why the "Four (4) Car Rule" was infeasible.

TRAVEL ADVANCE

Requisition Completed & Approved (before travel/with advances)

1. Individual requesting travel advance completes a Travel Advance/Reimbursement Requisition form. See Procedures for Completing a Travel Advance/Reimbursement Requisition form.
2. Individual forwards completed Travel Advance/Reimbursement Requisition form to their Principal, Department Head or Assistant Superintendent for approval. Individual traveling can not approve his/her own Travel Advance/Reimbursement Requisition form.
- R** 3. Employee travel without students, excluding In-district mileage, must be approved by the appropriate Assistant Superintendent before submitting to Accounting.
4. Travel Advance/Reimbursement Requisition form is reviewed and approved (with signature) or denied by the Final Approver. Secretary/Bookkeeper sends Travel Advance/Reimbursement Requisition form to Accounts Payable. *(All three parts will be forwarded to Accounts Payable)*

Processing by Secretary/Bookkeeper (before travel)

- R** 5. Secretary/Bookkeeper will type a Purchase Order Requisition for each vendor.
 - Actual or estimated itemized expenses must be listed within the requisition in the order they appear on the travel form if more than one expense amount will be advanced to the same vendor (i.e. employee).
 - Requisition will follow the approval path in order to be processed and converted to a Purchase Order (PO).
 - Purchase Order must be received online before any payments can be made by Accounting.
 - Write the PO #, Vendor Name and Amount Encumbered on the space provided on the travel form.
- R** • A printout of the Purchase Order Status Inquiry showing quantities received must be attached to the travel form.

Processing by Accounts Payable (before travel)

6. Accounts Payable will review the Travel Advance/Reimbursement Requisition form for completeness and accuracy of the information provided before a check is issued.
7. Accounts Payable issues checks for Registrations and Airline for the travel advance after receiving properly completed approved Travel Advance/Reimbursement Requisition form.
8. Accounts Payable issues advance checks for travel when student and non-district employees such as sponsors or chaperones are involved.
9. Accounts Payable attaches checks (if applicable) to the yellow & pink copies of the Travel Advance/Reimbursement Requisition form and send them to the Secretary/Bookkeeper. White copy of Travel Advance/Reimbursement Requisition form is filed in Accounts Payable pending file.

Note:

- A. Registration checks will be forwarded to the designated Secretary/Bookkeeper if an extra copy of the registration form is not submitted.
- B. Airline checks will be mailed directly to the vendor.

Individual Receives Advance

10. Individuals pick up travel advance checks from their Secretary/Bookkeeper. The yellow & pink copies of the Travel Advance/Reimbursement form are left with the Secretary/Bookkeeper. The individual can request a copy of the Travel Advance/Reimbursement Requisition form if necessary from their Secretary/Bookkeeper.

Individual Travels

11. Individual travels and incurs expenses.

Requisition Completed (after travel)

12. Individual reconciles actual expenses with travel advance requests and **completes the Actual and Reimbursement columns** on the Travel Advance/Reimbursement Requisition form yellow & pink copies. Individuals attach original receipts to the Travel Advance/Reimbursement Requisition form yellow & pink copies and forwards to their Secretary/Bookkeeper.

Processing by Secretary/Bookkeeper (after travel)

13. The designated Secretary/Bookkeeper determines if too much, too little or the correct amount was advanced.

If amount advanced was correct:

- Secretary/Bookkeeper forwards a **completed** yellow copy of Travel Advance/Reimbursement Requisition form with original receipts to Accounts Payable **within 10 business days of the return date.**

If amount advanced was too much:

- Individual attaches a check for amount of advance not used with the Travel Advance/Reimbursement Requisition form. If check has not been received, Secretary/Bookkeeper requests check from individual. **Accounting Department will not be responsible** for any **CASH** forwarded by Inter-Office Mail.
- Secretary/Bookkeeper keeps copy of Travel Advance/Reimbursement Requisition form to be filed at individual's location.
- Secretary/Bookkeeper forwards a **completed** (yellow & pink copy) of Travel Advance/Reimbursement Requisition form with original receipts and check to **Accounts Payable within 10 business days of the return date. Do not send cash to Accounts Payable.**

If amount advanced was too little:

- Secretary/Bookkeeper processes a Purchase Order Requisition to reimburse the individual for any additional amounts due. PO#, Vendor Name and Amount Encumbered need to be completed on the yellow & pink copies of the Travel Advance/Reimbursement Requisition form.
- Secretary/Bookkeeper keeps copy of Travel Advance/Reimbursement Requisition form to be filed at individual's location.
- Secretary/Bookkeeper forwards **completed** yellow & pink copies of Travel Advance/Reimbursement Requisition form with original receipts to Accounts Payable **within 10 business days of the return date.**
- Accounts Payable reviews, reconciles and process any reimbursements due.
Note: Check(s) will be forwarded to the designated Secretary/Bookkeeper, along with the pink copy of Travel Advance/Reimbursement Requisition form.

Processing by Accounts Payable (after travel)

14. Accounts Payable completes processing of the travel advance.

If amount advanced was correct:

- Accounts Payable verifies, and files documents received.

If amount advanced was too much:

- Accounts Payable verifies documents received.
- Accounts Payable deposits individual's check and credits the account expensed for the travel advance.
- Accounts Payable files documents received.

If amount advanced was too little:

- Accounts Payable determines if there are any Travel Advance/Reimbursement Requisition forms outstanding due to pending documentation.
- If there are no outstanding Travel Advance/Reimbursement Requisition forms, then Accounts Payable will review Travel Advance/Reimbursement Requisition form received and process the reimbursement. Note: Check(s) will be forwarded to the designated Secretary/Bookkeeper.
- If there are outstanding Travel Advance/Reimbursement forms for that individual, subsequent reimbursement will not be processed until outstanding travel documentation is submitted to Accounts Payable.
- Accounts Payable files documents received.

TRAVEL REIMBURSEMENT

Requisition Completed & Approved (after travel/without advances)

- R** 1. Personnel sent to represent or make presentations on behalf of the District are eligible for reimbursement of actual expenses, if approved by the, appropriate Assistant Superintendent. **Original receipts are required.**

Individual Travels

2. Individual travels and incurs expenses. Receipts should never be altered.

Requisition Completed

3. Individual requesting travel reimbursement completes the **Actual and Reimbursement columns** on the Travel Advance/Reimbursement Requisition form. See Procedures for Completing a Travel Advance/Reimbursement Requisition form.
4. Individual forwards completed Travel Advance/Reimbursement Requisition form to their Principal, Department Head or Assistant Superintendent for approval. Individual traveling can not approve his/her own Travel Advance/Reimbursement Requisition form.
5. Principal, Department Head or Assistant Superintendent reviews request for travel on Travel Advance/Reimbursement Requisition form and approves (with signature) or denies.
- R** 6. Employee travel without students, excluding In-district mileage, must be approved by the appropriate Assistant Superintendent before submitting to Accounting.
7. After the Travel Advance/Reimbursement Requisition form has been signed by Final Approver, the Individual will forward it to the designated Secretary/Bookkeeper.

Processing by Secretary/Bookkeeper

8. Secretary/Bookkeeper will type a Purchase Order Requisition for each vendor.
 - Actual itemized expenses must be listed within the requisition in the order they appear on the travel form if more than one expense amount will be reimbursed to the same vendor (i.e. employee).
 - Requisition will follow the approval path in order to be processed and converted to a Purchase Order (PO).
 - Purchase Order must be received online before any payment can be made by Accounting.
 - Write the PO #, Vendor Name and Amount Encumbered on the space provided on the travel form.
- R** • A printout of the Purchase Order Status Inquiry must be attached to the travel form.
9. Secretary/Bookkeeper forwards the Travel Advance/Reimbursement Requisition form to Accounts Payable.

Processing by Accounts Payable

10. Accounts Payable receives, matches and verifies receipts of the Travel Advance/Reimbursement Requisition form and determines whether there is any outstanding travel for that individual. If so, subsequent reimbursements will not be processed until outstanding travel documentation is submitted to Accounts Payable.
11. Accounts Payable issues check(s). Accounts Payable will forward pink copy of the Travel Advance/Reimbursement Requisition form with reimbursement check to the designated Secretary/Bookkeeper.
12. Individuals pick up travel reimbursement checks from their Secretary/Bookkeeper.
13. Accounts Payable files documents received.

PROCEDURES FOR COMPLETING A TRAVEL ADVANCE/REIMBURSEMENT REQUISITION FORM

The following information will assist you with the completion of the Travel Advance/Reimbursement Requisition form. The Travel Advance/Reimbursement Requisition form is **required for all travel, including staff development involving registration fees only.**

The Travel Advance/Reimbursement Requisition form consists of three parts: a white, yellow and a pink copy. All three (3) copies will be submitted to the Accounting Department when asking for a travel advance.

The Travel Advance/Reimbursement Requisition form will serve the following functions:

- Will provide the required information for on-line entry by Accounting Department.
- Will be used as a reconciliation document for advances against actual expenses for all travel.
- Will serve as a document that contains references to all expenses associated with the travel.
- Once the Accounting Department receives the (yellow) copy of the Travel Advance/Reimbursement Requisition form, your travel will be considered complete unless additional documentation is required.

For Students and Non-Employee (parents) travel, the employee listed on Travel Advance/Reimbursement Requisition form is responsible for obtaining and submitting all required documentation.

For Cancelled Trips, a memo must accompany the travel form indicating the reason for cancellation.

Note: You must submit the yellow copy of the Travel Advance/Reimbursement Requisition form even if you are not requesting additional monies.

Please complete the following required information on the Travel Advance/Reimbursement Requisition form:

- Indicate who Accounting is to **CALL FOR QUESTIONS** and the **EXTENSION.**
- Name of individual traveling. Last name, first name. **Do not use nicknames or abbreviations.**
- Purpose of trip.
- Trip location.
- Departure and return dates.
- Departure and return times. These times are the actual times you left and returned to your campus/home.

Per Diem Meal Allowance

Meals are only advanced when the travel is associated with students or non-employees (parents and Board members). Meals are paid on a reimbursement basis for employee travel.

Meals will be allowable for coaches and sponsors accompanying the students to the UIL/Athletics daytime events.

In Texas, a meal allowance will be paid if the employee is outside the employee's designated headquarters for more than six consecutive hours on the day the expenses are incurred.

Meals included in the registration fee will not be reimbursed on a per diem basis. If certain foods may not be consumed due to health reasons, notify the sponsor so that a meal modification may be arranged.

Use the following guidelines to determine the meals that you are entitled:

- To claim the breakfast allowance, you must depart prior to 6:00 a.m.
- To claim the lunch allowance, you must depart headquarters prior to 12:00 noon
- To claim the dinner allowance, you must return after 7:00 p.m.

| | |
|-----------|--------------|
| Breakfast | \$ 8.00 |
| Lunch | 11.00 |
| Dinner | <u>17.00</u> |
| Total | \$36.00 |

For out of state meal rates, apply the following to the applicable meal allowance as defined by the State of Texas Travel Allowance Guide.

| | |
|-----------|------------|
| Breakfast | 23% |
| Lunch | 30% |
| Dinner | <u>47%</u> |
| | 100% |

These rates are available through the following web site:

- Press Control and click on the link below:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

- Select the state to which you will be traveling and then locate the city

Meal allowance for students is up to \$6.00 per meal in or outside the Region One area. If per diem meal allowance is used, students are required to sign their name and amount received for all meal money, use the Student/Sponsor Meal Allowance Sheet.

Receipts are not required for per diem meal allowance.

Employee Meals

Employees use object code **6411** for all meal advancements and reimbursements. Employees can receive a per diem meal amount of \$36.00 a day (\$8.00 for breakfast, \$11.00 for lunch and \$17.00 for supper) or \$6.00 for each meal like students.

- Enter the number of meals in the corresponding boxes then multiply these amounts.
- Enter the grand total amount in the advance column if traveling with students.
- Enter the grand total amount in the actual and reimbursement columns if traveling without students.

Students Meals

Students use object code **6412** for all meal advancements and reimbursements. Students are given \$6 for each meal if travel is in or outside the Region I area.

- Enter the total number of meals that each student is receiving.
- Enter the total number of students receiving meal allowance.
- Multiply the (\$) dollar amount (x) times the number of meals (x) times the number of students.
- Enter this total in the advance column.
- If per diem meal allowance is used, students are required to sign their name and amount received for all meal money on the Student/Sponsor Meal Allowance Sheet upon completion of travel.

Sponsors Meals

Sponsors use object code **6411** if they are employed by the district or **6419** if they are non-employees (parents and Board members).

Sponsors can receive a per diem meal amount of \$36.00 a day (\$8.00 for breakfast, \$11.00 for lunch and \$17.00 for supper) or \$6.00 for each meal like students.

- Enter the dollar allowance given for each meal.
- Enter the total number of meals allowed for each sponsor.
- Enter the number of sponsors.
- Multiply the (\$) dollar allowance (x) times the number of meals (x) times the number of sponsors.
- Enter this total in the advance column.
- If per diem meal allowance is used, sponsors are required to sign their name and amount received for all meal money on the Student/Sponsor Meal Allowance Sheet upon completion of travel.

Meal Certification

Individuals traveling must certify that district **meal monies received were spent entirely for that purpose.**

- Since the State travel reimbursement policies do not require receipts, MISD will follow State policy.
- If the individual agrees with the meal certification, their **original initials will be required on the yellow copy of the travel form.** Accounting will continue to review reimbursements and make any adjustments deemed necessary.
- For individuals traveling with students or parents, meal advances are allowable. Therefore, the sponsor would be certifying the actual amount after the trip.
- If the individual does not agree with the meal certification, the individual must submit actual receipts. Actual meal reimbursements cannot exceed the rate defined by the State of Texas Travel Allowance Guide. Taxes and gratuities are non-reimbursable. Accounting will adjust meal monies accordingly. If meal monies were advanced, reimbursement to the District may be required.
- If you choose to receive meal reimbursements based on actual expenditures, you must do so for all meals pertaining to that travel. You may not choose to receive actual meal reimbursements for some meals and per diem on others.

NOTE: Tips and taxes are non-reimbursable expenses. Reimbursable expenses are gratuities for services rendered related to meals involving large groups when the gratuity is automatically assessed by the establishment on the original receipt.

Registration

Registration fees will be advanced for all travelers. Registration form(s) or receipts are required to be submitted along with the Travel Advance/Reimbursement Requisition form upon request for payment. **If Accounting will be mailing the check for registration fees directly to the vendor, two copies of the registration form must accompany the Travel Advance/Reimbursement Requisition form.**

- Object code **6411** is to be used by employees.
- Object code **6412** is to be used for students.
- Object code **6411** is to be used by sponsors, object code **6419** is to be used for Non-employee sponsors (parents and Board members).
- Enter the total number of employees/students/sponsors requesting registration payment.
- Enter the name of the vendor for registration.
- Enter the amount of registration for each employee/student/sponsor.
- Multiply the number of employees/students/sponsors (x) the registration fee per employee/student/sponsor.
- Enter this total in the advance column.

Hotel

Hotel is only advanced when the travel is associated with students or non-employees (parents and Board members). **A quote from the hotel must be included in order to process any advance requests.** Hotel is paid on a reimbursement basis for employee travel.

Handicapped rooms are allowable. An individual requesting such accommodations must provide justification.

When asking for a hotel room, you should ask for the most cost effective rate available (i.e.: state, government, educational or convention rate).

For lodging in the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be submitted to the hotel upon arrival. Failure to do so will result in taxes being charged. The Texas Hotel Occupancy Tax is the State Tax from which school districts are exempt. **The District will not pay or reimburse this tax.**

Checks for lodging will be made out to the hotel when asking for advance associated with student travel or non-employees (parents and Board members).

Original detailed receipts are required to be submitted along with the yellow copy of the Travel Advance/Reimbursement Requisition form upon completion of travel.

- Object code **6411** is to be used by employees.
- Object code **6412** is to be used for students.
- Object code **6411** is to be used by sponsors, object code **6419** is to be used for Non-employee sponsors (parents and Board members).
- Enter the name of the hotel.
- Multiply the number of employees/students/sponsors (x) the hotel fee per employee/student/sponsor (x) number of rooms (x) number of nights.
- Enter the total hotel charge in the advance column if travel is associated with students or non-employees (parents and Board members).
- Enter the total hotel charge in the actual and reimbursement columns for employee's travel.

State Travel

Hotel will be advanced at a rate of \$85.00 plus allowable taxes per person per night. Exceptions must be approved at requisition entry by the Administrator responsible for that budget prior to traveling and before submitting Travel Advance/Reimbursement Requisition form to the Accounting Department.

R Hotel expenses exceeding the maximum allowable rate for the State of Texas should be entered on the requisition as two separate line items.

Example for a hotel in Texas at \$105.00/night plus 9% city tax:

| | |
|--|----------|
| Line one – \$85.00 plus 9% city tax | \$92.65 |
| Line two – Overage of \$20.00 plus 9% city tax | \$21.80 |
| Requisition Total | \$114.45 |

Out of State Travel

Hotel expenses will be advanced at the rate established by the federal travel regulations for each locality. Hotel expenses which will exceed these limits require approval at requisition entry and prior to the trip by the Administrator responsible for that budget.

R Hotel expenses exceeding the maximum allowable rate established for the locality should be entered on the requisition as two separate line items.

Example for a hotel in Los Angeles, CA at \$130.00/night plus 15% city tax:

| | |
|---|----------|
| Line one – \$118.00 plus 15% city tax | \$135.70 |
| Line two – Overage of \$12.00 plus 15% city tax | \$13.80 |
| Requisition Total | \$149.50 |

Maximum rates per locality are available through the following web site:

- Press Control and click on the link below:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
- Select the state to which you will be traveling and then locate the city.

Grants

Hotel expenses paid from special revenue funds (2xx, 3xx, 4xx) will be advanced at the rate established by the federal travel regulations for each locality. Hotel expenses which will exceed these limits require approval at requisition entry and prior to the trip by the Administrator responsible for that budget.

Any amount exceeding the established federal rate must be paid from local funds (1xx). The account number must be identified and listed on the travel form.

R Hotel expenses exceeding the maximum allowable rate established for the locality should be entered on the requisition as two separate line items. One to be paid by special revenue fund and the second to be paid out of a local fund.

Example for a hotel in Texas at \$105.00/night plus 9% city tax paid with a special revenue fund:

| | | |
|--|----------|-----------------------|
| Line one – \$85.00 plus 9% city tax | \$92.65 | Special revenue fund. |
| Line two – Overage of \$20.00 plus 9% city tax | \$21.80 | Local fund. |
| Requisition Total | \$114.45 | |

Mode of Travel

Personnel traveling on official school district business must select the most economical and reasonable mode of transportation available to achieve maximum savings and efficiency.

When more than four employees travel on the same dates with the same itinerary to conduct the same business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees. Coordination is required by individuals of the same campus or administrative department. "Coordination of travel" means employees traveling together in one personally owned or leased motor vehicle. (Example: four (4) individuals to a vehicle)

Exceptions must be approved by the immediate supervisor in writing explaining why the "Four (4) Car Rule" was infeasible.

Employees must drive their own vehicle in order to claim mileage. If only one employee vehicle has been used, employees traveling together cannot split the mileage. It is also the employee's responsibility to determine the most economical mode of transportation, driving or flying.

R When private automobiles are used for in-district travel not related to staff development, mileage will be paid at the rate of .550 cents per mile. Person traveling needs to prepare an IN-DISTRICT Mileage form and attach it to a properly completed travel form.

When a McAllen Independent School District vehicle is used, gasoline will be reimbursed based on actual itemized receipts.

Air travel

Airfare will be advanced for all travelers. Airfare may not exceed the average coach fare; first-class airfare may be allowed only if it was the only available seating or for a disabled employee, if it is medically necessary.

The Board of Trustees has approved the following travel vendors for MISD. These vendors are located through the following web site:

<http://mws.mcallen.isd.tenet.edu/purchasing/>

- **Under the “Purchasing Services” heading, select “Awarded Vendors”**
- **Under the “Awarded or Approved Vendors” heading, select “Traveling Services”**
- **Select Travel Agent Services**

Any deviation from these vendors must be approved by the Purchasing Department.

When purchasing airline tickets, staff is encouraged to purchase an e-ticket rather than a paper ticket. An additional \$20 fee will be assessed when requesting a paper ticket. An e-ticket will allow you to change flight arrangements easier and faster.

Airline tickets purchased from internet vendors must be at a lower rate than the Board of Trustees approved travel vendors.

It is the responsibility of the person traveling to obtain quotes from all awarded vendors and approval of the Purchasing Director or his/her designee prior to a trip and before payments can be processed to non-bid vendors.

Original itinerary and final copy of airline ticket are required to be submitted along with the yellow copy of the Travel Advance/Reimbursement Requisition form upon completion of travel. For ticketless airfare a print out can be submitted in lieu of an original receipt. E-ticket print outs must include the detail of any applicable taxes in order to be eligible for reimbursement.

Airport parking: Short/long term parking will be reimbursed based on the most economical parking available. Original receipts are required.

Local transportation: The most economical mode of travel costs such as shuttle, taxis, and buses will be reimbursed. If accommodations are made at the hotel where the conference is being held, only receipts to and from the airport are reimbursable (rental vehicles are unallowable). Original receipts are required.

- Object code **6411** is to be used by employees.
- Object code **6412** is to be used for students. Employee/sponsor is responsible for obtaining and submitting all required documentation for student travel.
- Object code **6411** is to be used by sponsors, object code **6419** is to be used for Non-employee sponsors (parents and Board members).
- Enter the travel agent that is supplying the airline tickets.
- Enter the airline ticket amount in the advance column.

Car Rental

When renting a vehicle for school business, Physical Damage Insurance also referred to as Loss Damage Waiver or Comprehensive Damage insurance needs to be purchased. It is important for all employees who will be driving the vehicle be placed on the physical damage insurance list with the rental agency. District policy only covers liability insurance on a rental vehicle.

Personal injury protection, uninsured motorist coverage, and medical payment coverage is not reimbursed by the District.

Vehicle rental services may be purchased from the following qualified vendor:

Enterprise Rent-A-Car

If ten or more students are to be transported, you must requisition a school bus, or a passenger van as defined by TASB Legal Service for every nine (9) students. For further information, contact the Director of Transportation.

Due to the increased liability of an at-fault vehicle accident, the District discourages personal vehicle use to transport students. The District does not carry auto liability insurance or physical damage insurance for employee owned vehicles. If a district employee has an at-fault vehicle accident and is sued, the employee's vehicle insurance policy will be primary and must respond first.

To ensure all liability issues have been addressed, whether renting a vehicle or utilizing a personal vehicle to transport students, you must contact the Insurance and Employee Benefits department at 618-7380.

Not all vehicle rental agencies accept the MISD Tax Exempt Certificate. Therefore, verify that the vehicle rental agency selected will honor the MISD Tax Exempt Certificate prior to traveling. Accounting will not reimburse unauthorized taxes.

Vehicles must be filled up with gasoline prior to returning the vehicle to the vehicle rental agency. If the vehicle rental agency must fuel the vehicle, the individual who rented the vehicle will reimburse MISD the difference between the vehicle rental gas rate and the MISD gas rate. The MISD gas rate will be based on the rate at the service station located on the corner of FM 495 and Bicentennial Street at the time travel is being reviewed for reimbursement by Accounting.

If you are renting a vehicle, you cannot claim mileage.

- Object code **6411** is to be used by employees.
- Object code **6412** is to be used for students. For travel associated with students the complete amount for rental can be charged to object code 6412.
- Object code **6411** is to be used by sponsors, object code **6419** is to be used for Non-employee sponsors (parents and Board members).
- Enter the name of the rental agency.
- Enter the rental amount in the advance column if travel is associated with students or non-employee sponsors (parents and Board members).
- Enter the rental amount in the actual and reimbursement columns for employee's travel.

Mileage

R

When private automobiles are used, mileage will be paid for the shortest route between points traveled at the rate of .550 cents per mile--amount not to exceed airline ticket price of average coach fare. Mileage will be reimbursed based on the Official State Mileage Guide (Refer to mileage charts).

Employees must drive their own vehicle in order to claim mileage. If only one employee vehicle has been used, employees traveling together cannot split the mileage. It is also the employee's responsibility to determine the most economical mode of transportation, driving or flying.

Employees receiving a monthly travel allowance through Payroll must exceed 55 miles one-way or 110 miles round trip from the worksite in order to request mileage reimbursement.

- Object code **6411** is to be used by employees.
- Enter the total mileage.
- Multiply the mileage (x) .550
- Enter the total in the actual column.

R

Gasoline

Employees can request gasoline monies in advance when the travel is associated with students or non-employees (parents and Board members). Gasoline will be paid on a reimbursement basis for employee travel.

Original itemized cash register receipts are required for gasoline purchases.

If monies are advanced for gasoline purchases and original itemized receipts are not submitted to Accounting, reimbursement to the account must be made by the individual who traveled or through the Activity fund if allowable.

Prepaid Gas Cards purchased are only reimbursable based on original itemized receipts which must detail gallons purchased, fuel cost, date, etc. See sample below.

R Employees cannot request gasoline reimbursement if they are requesting mileage reimbursement.

- Object code **6411** is to be used by employees.
- Object code **6412** is to be used for students. For travel associated with students the complete amount for gasoline can be charged to object code 6412.
- Object code **6411** is to be used by sponsors, object code **6419** is to be used for non-employee sponsors (parents and Board members).
- Enter the gasoline amount in the advance column if travel is associated with students or non-employee sponsors (parents and Board members).
- Enter the gasoline amount in the actual and reimbursement columns for employee's travel.

Gas Receipts

Non itemized pre-paid gas receipts are unallowable.

Original itemized cash register receipts which must detail gallons purchased, fuel cost, date, etc. are required for gasoline purchases and reimbursements.

Sample

Pre-paid Unallowable Gas Receipt Non itemized

```

WELCOME TO
SHELL
SHELL 27 540 608307
1230 E AIRPORT FRWY 81T0030
IRVING TX 75060

Descr.      qty      amount
-----
Prepay CA#08                20.00

Sub Total                20.00
Tax                      0.00
TOTAL 20.00
CASH $ 20.00
SHELL V-POWER,OUR MOST
ADVANCED FUEL EVER.
REG# 0002 CSH# 002 DR# 01 TRAN# 25725
03/04/07 13:10:55 ST# AB123
  
```

Pre-paid Allowable Gas Receipt Itemized

```

WELCOME TO
SHELL
SHELL * 27 540 608307
1230 E AIRPORT FRWY 81T0030
IRVING TX 75060

Descr.      qty      amount
-----
UNLE GA #08      8.0116      18.90
@ 2.359/ G
Prepay Fuel                -20.00

Sub Total                -1.10
Tax                      0.00
TOTAL -1.10
CASH $ -1.10
SHELL V-POWER,OUR MOST
ADVANCED FUEL EVER.
REG# 0002 CSH# 002 DR# 01 TRAN# 25728
03/04/07 13:13:29 ST# AB123
  
```

List any additional expenses on the space provided.

Original receipts are required to be submitted along with the yellow & pink copies of the Travel Advance/Reimbursement Requisition form upon completion of travel.

- Object code **6411** is to be used by employees.
- Object code **6412** is to be used for students.
- Object code **6411** is to be used by sponsors, object code **6419** is to be used for non-employee sponsors (parents and Board members).
- Enter the other expenses amount in the advance column if travel is associated with students or non-employee sponsors (parents and Board members).
- Enter the other expenses amount in the actual and reimbursement columns for employee's travel.

Note: For Books use object code **6329**.
Tapes and supplies would use object code **6399**.

Allowable Expenditures

The following expenditures will be considered for reimbursement by the District:

1. Airfare.
2. Airport Parking.
3. Automobile Rental with Physical Damage Insurance.
4. Gratuity for services rendered related to meals involving large groups when the gratuity is automatically accessed by the establishment on the original receipt.
5. Ground and Commercial Transportation.
6. Hotel - Maximum of \$85.00 plus allowable taxes per person per night.
7. Itemized pre-paid gas receipts:
Original itemized cash register receipts which detail gallons purchased, fuel cost, date, etc. are required for gasoline reimbursements.
See page B-21 for sample.
8. Luggage – One luggage bag cost per round trip.
9. Meals - Maximum of \$36.00 per day, if the business trip is overnight.
10. Meals - Maximum of \$36.00 per day, if the employee is outside the employee's designated headquarters for more than six consecutive hours on the day the expense are incurred.
 - A. To claim the breakfast allowance, you must depart prior to 6:00 a.m.
 - B. To claim the lunch allowance, you must depart headquarters prior to 12:00 noon.
 - C. To claim the dinner allowance, you must return after 7:00 p.m.
11. Membership fees and dues issued in the name of the campus or department.
12. Mileage.
13. One-way mileage in excess of 55 miles from the worksite or in excess of 110 miles round trip for personnel receiving a monthly travel allowance.
14. Registration Fees.
15. Self-Parking Fee.

Unallowable Expenses

The following expenditures will not be considered for reimbursement by the District:

1. Alcoholic beverages.
2. Car rental, if conference is held at registered hotel.
3. Entertainment expense.
4. In room movies.
5. Internet charges, unless properly explained.
6. Lobbying Expenditures/Legislative Day.
7. Meal expenses, if the employee is outside the employee's designated headquarters for fewer than six consecutive hours.
8. Membership fees and dues issued in the name of the individual or position.
9. Non-itemized pre-paid gas receipts.
See page B-21 for sample.
10. One-way mileage up to 55 miles from the worksite or up to 110 miles round trip for personnel receiving a monthly travel allowance.
11. Parking Sales Taxes.
12. Room service.
13. Taxi from convention/hotel to restaurants.
14. Telephone calls, local or long distance, unless properly explained.
15. Texas sales tax.
16. Tips for services rendered.
17. Traffic citations.
18. Travel insurance on airline tickets.
19. Valet Parking Fee unless approved by the person authorized to approve travel for the individual.

FOREIGN TRAVEL

Meals

- Based on the applicable Texas rate as defined by the State of Texas Travel Allowance Guide.

Lodging

- Based on the applicable Texas rate as defined by the State of Texas Travel Allowance Guide.

Rate Conversion

- A rate conversion sheet for the last date of a trip is required.
- The rate conversion sheet needs to be requested from the MISD depository bank.

For individuals traveling using a federal grant or any other fund that limits the reimbursement amount, the allowable amount of the grant or fund will supersede any amounts contained in this procedure.

STUDENT/SPONSOR MEAL ALLOWANCE

DEPARTURE DATE: _____ RETURN DATE: _____

DEPARTURE TIME: _____ RETURN TIME: _____

DESTINATION: _____

| STUDENT NAME | BREAKFAST | LUNCH | DINNER | TOTAL | STUDENT SIGNATURE |
|--|-----------|-------|--------|-------|-------------------------|
| AMOUNT ALLOWABLE | \$ | \$ | \$ | \$ | OBJECT CODE # 6412 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| SPONSOR NAME | BREAKFAST | LUNCH | DINNER | TOTAL | *SPONSOR SIGNATURE |
| AMOUNT ALLOWABLE | \$ | \$ | \$ | \$ | OBJECT CODE # 6411 |
| *I certify my meal reimbursement request is for actual amounts spent up to the maximum allowable. If necessary, Accounting is authorized to make adjustments. | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| NON EMPLOYEE NAME | BREAKFAST | LUNCH | DINNER | TOTAL | *NON EMPLOYEE SIGNATURE |
| AMOUNT ALLOWABLE | \$ | \$ | \$ | \$ | OBJECT CODE # 6419 |
| *I certify my meal reimbursement request is for actual amounts spent up to the maximum allowable. If necessary, Accounting is authorized to make adjustments. | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |