

Point Isabel Independent School District



TRAVEL PROCEDURES MANUAL

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INTRODUCTION

The purpose of this manual is to establish in-district and out-of-district travel procedures for all employees and students.

Administrative staff, principals, and directors are responsible for ensuring compliance with these procedures and board policy. The meal per diem, lodging and mileage as set forth in this manual are the maximum amounts authorized. These amounts may be reduced by the approving authority, as he/she deems necessary.

ADMINISTRATIVE GUIDELINES FOR EMPLOYEE TRAVEL

A. SCHOOL BOARD POLICY [DEE LOCAL](#)

1. An employee shall be reimbursed or advanced for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor. Authorized travel expenses 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 any authorized expense incurred, the employee shall submit a statement with receipts when required and to the extent feasible, documenting actual expenses and in accordance with administrative procedures.
2. Travel expenses shall comply with Federal, State and Board adopted rates. All related expenses shall be deemed necessary in carrying out the assigned duties of the employee. Employees shall anticipate travel in advance to determine the most economical means for travel and accommodations. Travel shall be coordinated with others to ensure the most economical mode of transportation.

B. FEDERAL GUIDELINES (IRS)

1. All travel expenses shall be relevant to the employee's duties as an employee of the District.
2. The traveler shall account for all expenses as required.
3. Excess or Unsubstantiated advances shall be reimbursed to the district.
4. Meal expenses shall be in conjunction with overnight travel only.
5. The meal expenses for the day of departure and return shall be adjusted based on the time of departure and return as noted in the District travel guidelines.

C. FEDERAL GUIDELINES - Education Department General Administrative Regulations (EDGAR)

1. All travel expenses paid with federal grant funds (typically funds 2XX) shall meet the new EDGAR requirements (200.474) such as:
 - a. All travel costs must be reasonable and necessary;
 - b. All travel costs must be consistent with the district's travel policy;
 - c. All travel costs must be directly related to the grant award as specifically intended;
 - d. All travel costs must meet the obligation of expenses rules;
 - e. In addition, all federally-funded travel expenses must meet the District's Current Travel & Mileage Reimbursement Rates as published in [DEE Local](#).
 - f. 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:
<http://www.gsa.gov/portal/content/104877>;

- g. All travel expense paid with federal and/or state grant funds shall meet the allowable travel expenses as specified in the limits imposed by District travel guidelines.

TRAVEL REIMBURSEMENT FOR SCHOOL DISTRICTS

LIMIT ON EXPENDITURES FOR TRAVEL SERVICES. A school district may not reimburse an officer or employee for expenditures for travel services in excess of the applicable amount using the Federal Rate Schedule as adopted by the Texas Comptroller of Public Accounts.

The following travel reimbursement rates for employees will take effect September 1, 2017.

- Lodging In-State: Federal Rate Schedule
- Lodging Out-of-State: Federal Rate Schedule
- Meals In-State: (Over Night Stay) Federal Rate Schedule
- Mileage: \$.48 cents per mile (Electronic Map Source)

DEFINITIONS

The following definitions will be used throughout this manual:

Authorization: All forms for [Out of District Travel Request](#) must have the appropriate authorizations (signatures) before the forms are submitted to the Business Department for processing. The [Out of District Travel Request](#) shall serve as a commitment in the name of the District for travel related expenditures so long as a Purchase Order is done as soon as possible. A purchase order must be prepared before the actual trip occurs.

In-District Travel: Payment of meals and lodging expenses incurred while attending meetings, in-services, training, etc. within the Point Isabel Independent School District boundaries is unallowable. Registration fees for events within the Point Isabel Independent School District are an allowable expense.

Out-of-District Travel: Expenses incurred while attending meetings, in-services, training, etc. outside the Point Isabel Independent School District boundaries shall be eligible for reimbursement/prepayment as per the Federal Rate Schedule.

Per Diem: This allowance will only apply to employee meals with an overnight stay and will eliminate the need to submit receipts for meals reimbursement. Employees will not receive an advance check for meals. Also, coaches/sponsors traveling with student groups will adhere to the per diem rate used by students.

Prepayment: An instance where the employee receives an advance check for travel expenses. Prepayment checks will be issued for the following items/conditions:

- When large amounts of money are needed for student groups such as band and football prepayment checks may be issued for all travel related expenses.
- For individual employee travel, prepayment checks may be issued only for lodging and registration fees.

Receipts: A written acknowledgement that funds have been received or spent for goods and/or services. Only original receipts will be accepted by the Business Department as proof for lodging, airfare, car rental expenses, etc.

Reimbursement: Employees will receive reimbursement for lodging, airfare, car rentals, parking fees and shuttle fees if approved by the Superintendent. Keep in mind that a prepayment check may be issued for lodging and registration fees if requested by the employee. Original receipts must be presented for reimbursement.

PREPARATION OF OUT OF DISTRICT TRAVEL REQUEST

A [Request for Out of District Travel](#) must be submitted to the appropriate immediate supervisor and Superintendent for his/her signature at least one week before the event.

In-District Travel

Payment of meals and lodging expenses incurred while attending meetings, in-services, training, etc. within the Point Isabel Independent School District boundaries is unallowable. Registration fees for events within the Point Isabel Independent School District are an allowable expense.

Request for Bus Transportation

If student transportation by school bus is involved, a bus request form must also be submitted to the Transportation Department at least two weeks in advance to ensure coordination of school buses.

EMPLOYEE TRAVEL

A [Request for Out of District Travel form](#) must be submitted to the appropriate immediate supervisor and Superintendent for his/her signature at least one week before the event.

A requisition requesting prepayment for out of district travel must arrive at the Business Office one week prior to the time the check is needed. This will allow sufficient time to review the requisition for prepayment for proper signatures and ensure the check is generated in a timely manner.

Meals – Per Diem

Employees traveling out-of-district shall receive meals per diem allowance as per the Federal Rate Schedule. First and last day of travel are limited to 75% of meals & incidental allowable expenses. Cities not appearing in the Federal Rate Schedule may be located within a county for which rates are listed. To determine what county a city is located in, visit <http://www.gsa.gov/travel/plan-book/per-diem-rates>. If the County is not listed, the Standard Rate shall be used.

Meal	Times eligible for Per Diem Allowance
Breakfast	Must leave PIISD before 7:00 a.m. Must Return to PIISD after 10:00 a.m.
Lunch	Must leave PIISD before 11:00 a.m. Must return to PIISD after 2:00 p.m.
Dinner	Must leave PIISD before 4:00 p.m. Must return to PIISD after 7:00 p.m.

Full Day Travel: (Overnight Stay) A per diem allowance per day as per the Federal Rate Schedule shall be allowed when traveling out-of-district.

The per diem meals allowance will be pro-rated for the first and last day of travel limited to 75% of meals and incidentals allowable expense as per the Federal Rate Schedule. Please see the GSA per diem rates for Texas/Meal & Incidentals breakdown to the requisition.

The following guidelines will be used when providing a Per Diem allowance to employees for meals expenses:

1. Adherence to the Federal Rate Schedule and times eligible for per diem allowance listed on the Out of District Travel Request.
2. The per diem allowance (meals & incidentals) is for the cost of meals and beverages. Any amounts incurred in excess of the per diem allowance will be the employee's expense.

When using Federal Funds for meal reimbursement the District shall meet the new EDGAR requirements (200.474).

Non-Overnight Meals

Non-Overnight meals are not eligible for reimbursement.

Lodging

Reimbursement or payment for lodging will be provided as per Federal Rate Schedule for travel within the State of Texas. Cities not appearing in the Federal Rate Schedule may be located within a county for which rates are listed. To determine what county a city is located in, visit <http://www.gsa.gov/travel/plan-book/per-diem-rates>. If the County is not listed, the Standard Rate shall be used. Please attach a copy of the 2018 per diem rates for Texas to the requisition. Hotel taxes are separate from the actual lodging rate.

Other rates may apply for out-of-state travel. Please contact the Business Office.

The following guidelines will be adhered to when reimbursing employees for lodging expenses or issuing a prepayment:

1. If hotel accommodations are shared with one or more other individuals, these must be listed on the Out of District Travel Request. Total lodging expenses will be prorated among the individuals sharing a hotel room and in no instance will the individual reimbursement amount exceed the Federal Rate Schedule. It will be the responsibility of the employee to obtain separate and original receipts for all lodging expenses that will be reimbursed.
2. Point Isabel Independent School District is exempt from the state sales tax. This District will pay other applicable taxes.
3. Hotel parking fees for privately owned vehicles or rental cars are reimbursable and are separate from actual lodging rate.

When using Federal Funds for lodging the District shall meet the new EDGAR requirements (200.474).

Transportation

Air Travel

Air travel will be authorized if it is determined feasible, efficient and economically advantageous to the Point Isabel Independent School District.

The allowable amounts shall be the actual cost of the ticket (evidenced by receipt)

1. Original receipts must be submitted for reimbursement.
2. Airport parking fees are reimbursable and original receipts must be submitted.
3. Shuttle fares are allowable expenses if original receipts are submitted.

Privately Owned Vehicle (POV)

Use of a Privately Owned Vehicle (POV) is allowable when it is deemed that air travel is not feasible or economically advantageous for the Point Isabel Independent School District. It is recommended that employees travel in groups of four (4) or more when use of a Privately Owned Vehicle (POV) is authorized.

1. Employees traveling by themselves will be paid an amount equal to the most economical airfare available if they choose to use their POV instead of flying to their destination.
2. The number of employees traveling in the POV will be used to determine if it is economically advantageous to approve the use of a POV or to allow for air travel.
3. Mileage will be reimbursed according to the Mileage Chart calculated using an Electronic Mapping Source, excluding toll roads. If your destination city is not listed on the chart, please refer to the Electronic Mapping Source and attach a copy. In determining total mileage, the starting point is Port Isabel (mileage chart), if the individual leaves from his/her residence or other location, the shortest distance will be used to determine reimbursement.
4. If the event is held within 115 miles of the district boundary lines, overnight stay will not be allowed. The traveler may receive mileage reimbursement for each trip in lieu of the lodging costs.
5. An employee receiving a monthly Travel Allowance will not get reimbursed for mileage for a trip with a destination of 115 miles from Port Isabel.
6. Point Isabel Independent School District gasoline credit card shall not be used when use of a POV is authorized.
7. Use of POV must receive prior approval.
8. Parking fees are reimbursable and require original receipts.

Rental Cars

The use of rental cars is allowable if an employee(s) is/are not lodging at the host hotel. The number of PIISD employees traveling together will be taken into consideration when determining if it's economically advantageous for employees to lodge at the host hotel or lodge at another hotel and rent a car. Another factor used in authorizing of a rental car will be side trips to other school districts, the Texas Education Agency, etc.

If a request to rent a car to travel from Port Isabel to Austin, San Antonio, etc. is received, the following costs will be weighted to ensure it is economically advantageous:

1. Wages lost due to travel time.
2. Number of days or lodging if travel is by car versus air travel.

3. Number of employees traveling together (if applicable).

PLEASE NOTE: All rental car expenditures must have the Superintendent's prior approval.

Other Expenditures

Original receipts may be submitted for reimbursement consideration of the following:

1. Gasoline expenditures (applies only to rental vehicles approved by the Superintendent)
2. Parking fees (hotel, convention center, airport, etc.)
3. Shuttle fees

OUT-OF-STATE TRAVEL

Employee out-of-state travel requires the Superintendent's approval.

Student out-of-state travel requires the Superintendent's and School Board approval.

Out-of-State approved rates for the Per Diem allowance of meals and lodging expenses may apply. Please contact Business Office for the current state approved rates as per Federal Rate Schedule. Adherence to the published rates will be mandatory. Request for excess amounts must have the Superintendent's approval and local funds will be used to cover these amounts.

OUT-OF-COUNTRY TRAVEL

Employee out-of-country travel requires the Superintendent's and School Board approval.

STUDENT TRAVEL

IMPORTANT: UIL regulations place some restrictions on use of funds for participants in UIL events. All out of District Non-UIL sanctioned events require Board Approval.

Prepayments

Prepayments will be authorized for travel involving students on District sanctioned activities when large amounts of money are needed for student meals, lodging, transportation, registration fees, etc. Requests for prepayments should arrive at the Business Office at least one week prior to the event to ensure that check(s) are issued in time for the event.

All receipts must be returned and prepayments settled within five (5) working days after returning from the event. No other prepayments will be issued to an employee until previous prepayments are settled.

Meals – Per Diem Regular Season

A daily maximum allowance of seventeen dollars (\$17.00) will be allowed for each student and will be prorated as follows:

Meal	Times eligible for Per Diem Allowance	Amount
Breakfast	Must leave PIISD before 7:00 a.m. Must Return to PIISD after 10:00 a.m.	\$4.00 per day
Lunch	Must leave PIISD before 11:00 a.m. Must return to PIISD after 2:00 p.m.	\$6.00 per day
Dinner	Must leave PIISD before 4:00 p.m. Must return to PIISD after 7:00 p.m.	\$7.00 per day

**Meals – Per Diem
Playoffs – Beyond District Competition**

A daily maximum allowance of twenty-one dollars (\$21.00) will be allowed for each student and will be prorated as follows:

Meal	Times eligible for Per Diem Allowance	Amount
Breakfast	Must leave PIISD before 7:00 a.m. Must Return to PIISD after 10:00 a.m.	\$5.00 per day
Lunch	Must leave PIISD before 11:00 a.m. Must return to PIISD after 2:00 p.m.	\$7.00 per day
Dinner	Must leave PIISD before 4:00 p.m. Must return to PIISD after 7:00 p.m.	\$9.00 per day

The following guidelines will be used when providing a Per Diem allowance to students for meals expenses:

1. Adherence to the above rates and times eligible for reimbursement listed on the Student Travel Request Form.
2. The per diem allowance is for the cost of meals, beverages. Any amounts incurred in excess of the per diem allowance will be the employee’s expense.
3. Students will be issued the appropriate amount for each meal and be required to sign for the amount received.

Sponsors/coaches/bus drivers will adhere to the same allowance when accompanying students on PIISD sanctioned events and, for the safety of the students, are expected to chaperone them at all times. Prepayments will be authorized when coaches/sponsors are accompanying athletes and/or students to events, whether in-town or out-of-town.

Coaches traveling to athletic events, scouting trips, etc., not involving athletes/students shall adhere to the same guidelines imposed on all other PIISD employees as per Federal Rate Schedule and \$.48/mile.

Lodging

Lodging prepayments will be allowed for student travel as per Federal Rate Schedule for travel within the state of Texas. It is recommended that coaches/sponsors have four students of the same gender share a room.

Other rates may apply for out-of-state travel. Please contact the Business Office for applicable out-of-state rates.

The following guidelines will be adhered to when providing reimbursements to employees/students for lodging expenses:

1. Point Isabel Independent School District is exempt from the state sales tax.
2. Hotel parking fees for privately owned vehicles or rental cars are reimbursable and are separate from the actual lodging rate.

Transportation

Air Travel

Airfare for students and sponsors will be paid at the actual amount as evidenced by a receipt. The most economical airfare must be sought.

The District will not approve the use of private vehicles for student group activities.

School Buses

School buses shall be available for school-sponsored activities that involve students and school employees. Elementary and intermediate school field trips must be kept within the district. All other trips outside of the District must be approved by the Superintendent, but in no case shall approval be granted for a school bus to travel out of the state of Texas.

School organizations using buses for extracurricular activities and field trips shall reimburse the transportation fund at a rate of \$1.50 per mile.

Charter Buses/Leased Vehicles

For those groups wishing to travel in vehicles other than school buses, the following options are available:

1. Charter buses
2. Lease of a vehicle (Vans)
 - a. Point Isabel Independent School District can use vans to transport students as long as the vehicles are designed to carry no more than 10 people. (the driver and up to nine students.)
 - b. Groups choosing this option need to lease the vehicle under the District's name for liability insurance purposes and must notify the District's insurance carrier in advance of the planned use.
 - c. It is also necessary for such groups to purchase the collision insurance offered by the lessor.
 - d. A list of students must accompany the request for approval to rent/lease a van. This list must also be forwarded to the PIISD insurance carrier.

- e. Each occupant must wear a safety belt.

Other Expenditures

Original receipts may be submitted for reimbursement consideration of the following:

1. Gasoline expenditures (applies only to rental vehicles approved by the Superintendent).
2. Parking fees (hotel, convention center, airport, etc.)
3. Shuttle fees,

OUT-OF-STATE TRAVEL (See [FMG Local](#))

Student out-of-state travel requires Superintendent's and School Board approval.

Out-of-State approved rates for the Per Diem allowance of meals and lodging expenses may apply. Please see the state approved rates as per the Federal Rate Schedule.

OUT-OF-COUNTRY TRAVEL

Employee and student out-of-country travel requires Superintendent's and School Board approval.