

Employees authorized to travel for business and educational purposes on behalf of the District shall be reimbursed for all usual and customary travel-related expenses incurred while conducting District business. Expenses are to be within the established District guidelines unless pre-approved by the Superintendent or Board and will be reimbursed with proper documentation.

These travel regulations are established to ensure compliance with the business expense regulations of the Internal Revenue Service, the Education Department Grant Regulation, comply with applicable state laws, and establish a standard set of equitable guidelines for all persons traveling on behalf of the District.

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 proactive accommodations, arrangements and services in accordance with the needs of the trip.

### **GENERAL INFORMATION**

- Approval for travel must be received prior to the trip from the campus principal.
- Employees may either request a travel advance or choose a reimbursement for business travel expenses incurred while conducting District business.
- The travel requisition should specifically state the description and purpose of the travel.
- Both the traveler and the principal/director must sign the travel requisition form.

### **RENTAL CAR**

A rental car is not generally necessary because MVISD maintains a fleet of vehicles available for most travel situations. However, an intermediate or smaller model should be rented whenever necessary and possible. When three or more are traveling together, a full size car is permissible.

Rental cars are for business use only and should not be used for personal use. Expenses in the operation of the rental car are reimbursable; gasoline, oil, toll, and reasonable parking charges. Actual receipts are required for reimbursement.

### **TRAVEL ADVANCE**

Travel advance requests should be completed and submitted to the business office no less than 2 weeks prior to the scheduled travel, and no earlier than 3

weeks prior to scheduled travel. Advances may be requested for lodging and registration fees.

- **LODGING-** is reimbursed at the state approved rate based on the locale as determined by the state comptroller for costs paid from state and federal funds. Any costs in excess of state and federal allowances, shall be paid with local funds. Due to Mt. Vernon I.S.D's tax-exempt status, state hotel occupancy tax should not be paid. Note that the local occupancy tax will still have to be paid. A Texas Hotel Occupancy Tax Exemption Certificate (See Business Office Forms) must be completed and presented to the hotel at check-in to avoid being charged the state tax. A separate tax exemption form is required for the state sales taxes on parking. State hotel tax will not be reimbursed. Hotel advances must be on a separate travel requisition form payable directly to the hotel. Hotel advances will not be made payable to an employee. All hotel advances will be available in the Business Office for you to take with you on the date of your trip. Do not request that the check be mailed to the hotel unless special arrangements exist with the conference organizer that requires payment to the hotel in advance.

The Business Office prefers an employee use their personal credit card to secure lodging reservations; however, a district credit card is available in the Business Office. If the district credit card is used, please submit a request for a separate check for the hotel.

## **REQUIRED DOCUMENTATION**

1. Complete a Travel Requisition Form (See Business Forms), made payable to the hotel and submit to the campus secretary.
2. Attach a hotel confirmation showing the actual cost per night (without State sales tax) to the travel requisition.
3. The campus secretary will submit the form to the Business Office for processing.
4. The original itemized hotel receipt, along with the Travel Settlement Form (see Business Office Forms) must be returned to the Business Office no later than 10 business days from the return date of the trip.

## **REGISTRATION FEES**

Advances must be on a separate Travel Requisition Form (see Business Office Forms) payable directly to the organization sponsoring the event. Registration fee advances will not be made payable to an employee. Registration fee advances will be mailed to your campus for you to take with you on the date of

your trip, or mailed to the requested organization. If the organization requires the registration form to accompany payment it is your responsibility to make a copy of the registration form, fold, and attach to documentation, and provide a correct mailing address. A conference registration form showing the estimated cost is required documentation for an advance. The completed Travel Requisition form should be submitted to your campus secretary who will send the form to Central Office for processing.

#### Required Documentation:

1. Complete a Travel Requisition Form (see Business Office Forms), made payable to the organization and submit to the campus secretary.
2. Attach a conference registration form showing the cost to the travel requisition.
3. The campus secretary will submit the form to Central Office for processing.

#### **TRAVEL SETTLEMENT FORM**

Whenever an advancement of funds for travel is made to an employee, the Business Office will complete a Travel Settlement Form. This form will list the checks issued to an employee, and the documentation that the employee is required to return upon completion of travel.

The employee is required to return the Travel Settlement Form with their original signature, and all required documentation to the Business Office no later than 10 days after return from trip.

#### **REIMBURSEMENTS**

Travel reimbursement requests should be completed and submitted to the business office no later than 10 business days from the return date of the trip. Reimbursements may be made for meals, mileage, hotel registration, airline, parking, taxis, and other travel expenses.

Reimbursements are made payable to the employee who actually incurred the expense. Please submit the form to the campus secretary. The campus secretary will submit the form to the business office for processing.

**MEALS-** For overnight trips, meals will be reimbursed at a maximum rate of \$36/day. When conference or workshop registration fees include meals, the number of meals reimbursed must be reduced accordingly at the rate of \$8 for breakfast, \$12 for lunch, and \$16 for dinner. On travel days, meals will be reimbursed based upon the time of day traveling and the associated customary meals at the rates above. Receipts are required and sales tax will not be reimbursed.

**MILEAGE-** When a district vehicle is unavailable or unsuitable, the Travel Requisition Form should specifically state the description and purpose of the travel, and have a copy of the mileage computation from either Mapquest or Googlemaps. All travel must be computed FROM and returning TO Mt. Vernon. Requisitions submitted without this requested information will be returned. Mileage will be reimbursed at the current State reimbursement rate. An electronic mapping system documenting the mileage is required for mileage reimbursement.

**REGISTRATION FEES-** An original receipt is required documentation for reimbursement.

**AIRFARE-** May be reimbursed with the original receipt. This requires PRIOR approval from the superintendent. All air travel will be by coach/economy class only. Travelers are expected to accept flights that utilize the lowest fare route. Common sense is to be the guide in determining which fare/route makes most sense to the district economically.

**PARKING/CAB FARE-** May be reimbursed with original receipts and should be submitted on the line titled "Other" on the Travel Requisition Form.

**RENTAL CAR-** When appropriate and as approved in advance, vehicles may be rented for out-of-town travel or student transportation to UIL or similar events.

**OUT-OF-STATE TRAVEL-** all travel out of the state of Texas will be at the discretion of the superintendent. If needed travel may require board approval. Out of state lodging and meal rates will not exceed the rate established in federal travel regulations for each state. These rates can be found in the GSA (General Services Administration-[www.gsa.gov](http://www.gsa.gov)) website in the per diem section.

**OTHER EXPENSES -** The Texas Attorney General has ruled that school districts CANNOT pay for employee's personal expenses. Therefore, the following types of expenses cannot be reimbursed:

(1) Golf tournament entry fees (2) Tours or other types of entertainment (3) Expenses of spouse or family member (4) Room service (5) Personal telephone calls (6) Snacks or soft drinks NOT purchased as part of a meal (7) In-room movie rental charges (8) Alcoholic beverages.