

Seminole ISD Travel Guidelines



Purpose

To provide travel advance or reimbursement to employees of reasonable travel expenses for attendance at school district related events and/or staff development when attendance is authorized and deemed by the immediate supervisor to be necessary or desirable in carrying out the educational functions of the District.

Purchasing Procedure

All purchases made by any employee of Seminole ISD must be authorized through the purchase order system. Before any travel arrangements are made, a requisition must be completed and properly approved. Any travel conducted without proper authorization and following established purchasing procedures may become the financial responsibility of the employee.

Reasonable Travel Expenses

- District, personal or commercial transportation:
 - Use of personal car – mileage at the current rate (\$0.555 per mile) will be advanced or reimbursed based on MapQuest Maps. No receipts are required for fuel or other costs.
 - Actual cost of commercial transportation (lowest coach fare), plus parking and necessary taxi fares. Receipts shall be presented for reimbursement and/or settlement of advanced travel funds.
- Lodging – actual cost of base room charge, plus appropriate taxes. State taxes within Texas are not allowable expenses since SISD is exempt from state taxes, but state taxes for out-of-state travel are allowable expenses). It is an employee's responsibility to present a Hotel Occupancy Tax Exemption form to the hotel, or be personally liable for the assessed taxes. Receipts shall be presented for reimbursement and/or settlement of advanced travel funds. A school credit card may be issued to the traveler for the approved, estimated lodging expense – an estimated dollar amount shall be provided with the Travel Authorization/Settlement form. For all federal and state funds, lodging will be limited to the rates established through the Texas State Comptroller and the GSA's Federal Domestic Maximum Per Diem Rates. Any overages must be coded to local funds. (Please see Requisition/PO Information Requirements below for proper documentation).
- Meals – actual cost of meals, not to exceed the travel reimbursement rates posted by the Texas State Comptroller and the GSA's Federal Domestic Maximum Per Diem Rates. Detailed receipts (in addition to credit card only receipt) shall be submitted for all meals purchased with the school credit card immediately after the travel.
- All tips are included in the maximum per diem rates as meals and incidental expenses and will not be reimbursed separately. Tips on meals are limited to 20%.
- Rental Car or Shuttle Service—actual cost of base transportation, plus appropriate taxes. No additional rental vehicle insurance is necessary as long as Seminole ISD is listed on the rental agreement. Rental cars are included in the District's automobile insurance coverage subject to deductibles and limits.

Other Incidental Expenses While Traveling

- SISD critical business-related long distance calls when cell phone use is unavailable
- Conference supplementary materials (pre-approval via a purchase order is required)

Employee Travel Procedures

- Before the trip
 - Submit a Travel Authorization/Settlement form that lists all estimated expenses. Please ensure that adequate budgeted funds exist to cover all estimated expenses. Mileage (based on MapQuest) may be advanced to the traveler based upon request and approval. Other travel expenses such as meals, lodging, etc. shall be paid by the traveler through the use of a district credit card, travel advance, or reimbursement. Regardless of method of procurement, the travel purchasing process is the same and must be followed.
 - Submit a requisition for all estimated expenses through Pentamation for approval.
- After the trip
 - Submit a revised Travel Authorization/Settlement form with actual expenses and excess cash, if any, with all required detailed receipts **within 10 days** after the trip. Failure to submit a settlement may result in a tax liability (payroll deduction of advanced travel funds) as well as other consequences.
 - Submit the school credit card and all required detailed receipts to the Business Office.

Student Travel Procedures

- Before the trip
 - Submit a requisition via Pentamation along with a Student Travel form that lists all estimated expenses, including teacher's name, date of event with departure and arrival times, entry fees, number of students, list of students and sponsors, and meals (Students x Days x Allotment). Please ensure that adequate budgeted funds exist to cover all estimated expenses. If using school credit card, pick up credit card from the Business Office and ensure that the credit limit has been increased to the approved amount on the purchase order.

- After the trip
 - Submit credit card (if checked out for the trip), detailed receipts, and any revisions to the list of students and sponsors to the Business Office **within 10 days** after the trip. Failure to submit these items by the deadline may result in suspension of the credit card for future use as well as other consequences.

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 requisition)

Requisition/PO Information Requirements

Please use the following format for all employee travel requisitions/purchase orders:

Sample PO – Hotel to Austin

Hotel accommodations for John Doe to attend TASA Meeting in Austin on Sept. 20-23, 2012 (Room rate - \$125.00) (Federal - \$108 per night, Local - \$17 per night)

Meal reimbursement to John Doe for attending TASA Meeting in Austin on Sept. 20-23, 2012 - (receipts included) (Austin will allow \$71 per day)

Sample PO – Hotel to Arlington

Hotel accommodations for Jane Doe to attend Counselor's Meeting in Arlington on Dec. 1-5, 2012 (Room rate - \$142.00) (Federal - \$139 per night, Local - \$3 per night)

Meal reimbursement to Jane Doe for attending Counselor's Meeting in Arlington on Dec. 1-5, 2012 - (receipts included) (Arlington will allow \$56 per day)

Sample PO – Hotel to Any City in Texas Not on GSA's Per Diem List

Hotel accommodations for Jane Doe to attend Teacher Conference in Kerrville on Nov. 8-12, 2012 (Room rate - \$85.00) (Federal - \$77 per night, Local - \$8 per night)

Meal reimbursement to Jane Doe for attending Teacher Conference in Kerrville on Nov. 8-12, 2012 - (receipts included) (Kerrville will allow \$46 per day)

Meals reimbursements are per diem (per day) – not per trip!

Tax on hotel can be added to the federal portion of purchase order

Account Codes

All employee travel should be coded within the proper function to a 6411XXXX, and all student travel (including employee/sponsors traveling with students) should be coded to 6412XXXX. Travel includes registration fees, lodging, transportation, meals, and any other travel related costs. Proper functions related to travel are as follows:

11	Student Field Trips
12	Librarians and Library Aides Staff Development
13	Teachers and Aides Staff Development or Curriculum Development
21	Instructional Departments such as Assistant Superintendent of Instruction/Curriculum and Special Education Staff Development and Travel
23	Principal's Office (Principal, Assistant Principal, Principal Office Secretaries, Attendance Clerks, PEIMS) Staff Development and Travel
31	Counselor and Counselor's Secretary Staff Development and Travel
32	Social Worker or Resource Officer Staff Development and Travel
33	Nurse and Nurse's Aides Staff Development
35	Food Service Staff Development
36	Athletics, UIL, and All Extracurricular Activities Staff Development and Travel
41	Central Office Administration Staff Development and Travel
51	Maintenance Staff Development and Travel
53	Technology Center and PEIMS Coordinator Staff Development and Travel