

# BOOKER INDEPENDENTS SCHOOL DISTRICT

## Employee Travel Procedures

**Employee Travel Authorization:** All travel must be pre-approved and coded for funding by the employee's principal and/or director prior to submitting a Travel Request Form to the Business Office. This approval will need to be completed and submitted to the Business Office at least

- Travel approval is required any time an employee travels on school district business beyond the school district's boundaries, even if no cost to the district.
- All Requests for Travel forms must be signed by a supervisor prior to arrangements being made.
- One-Day Trainings require same approval process.
- All travel must be related to the employee's job duties.
- Reimbursements may be limited in certain instances by contractual restrictions found in some grants, by the availability of funds, or by the approving administrator. Travelers should determine whether there are any such limitations before they make the trip.

### **Transportation**

- **School Vehicle** –Required Transportation Request form must be completed and approved by transportation director. It is preferred that a school vehicle be used if one is available. If a school vehicle is not available, an individual will be reimbursed @ .48¢ per mile with approval. Only a school employee shall operate a School vehicle.
- **Gas Cards** - Cards are available and should be checked out one day prior to departure only for long distance trips. Gas cards will not be issued for personal car use. Gas cards and receipts are returned to the Business Office after completion of the trip.

### **Personal Vehicles** –

- Personal vehicles may be used for out of town travel when school district vehicles are not available or if approved by supervisors.
- Reimbursement will be based on“best way” at a rate of \$0.48 per mile.
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- Mileage other than the shortest and most economical route must be specifically justified.

### **Lodging**

- Hotel - All reservations will be thru the administration office. Lodging will be paid based on the state rate. City and county taxes will be paid in addition to the maximum lodging rate, but Texas State sales tax will not be paid. If the lodging is out of state, all taxes will be paid. Attach all conference hotel information with 1st, 2nd, 3rd choices and note any special needs. All Reservations will be made through the Business Office Only. There will not be any Internet Hotel Reservations.
- A district check or other form of payment, and a state tax-exempt certificate will be provided for hotel payment and may need to be picked up prior to departure along with a tax exempt form.
- Self and Valet Parking at the hotel or conference will be reimbursed if documented on the travel request form. Receipts must be turned in for reimbursement.

Meals

## Meals

- When overnight lodging is required, meals will be reimbursed up to the maximum daily rate of \$30.00.
- Day of departure and day of return meals will be reimbursed up to the maximum per meal allowances of \$8 for breakfast, \$10 for lunch, and \$12 for dinner. On the day of departure, travel must begin prior to 7:00 a.m. to qualify for the breakfast allowance, prior to 11:00 a.m. to qualify for the lunch allowance and prior to 4:00 p.m. to qualify for the dinner allowance.
- Meals provided by an event/conference are not reimbursed even when the employee chooses to eat elsewhere.
- When overnight lodging is required, if the Hotel offers breakfast, it will not be reimbursed.
- Receipts must be affixed to a piece of paper with the like items (e.g. meals, parking, cabs) together and in date order. Receipts must include the name of the vendor, location, date, and dollar amount. These are to be turned into the Business Office with a **Reimbursement for Travel** form that has been completed and signed.
- Receipts from a trip must be turned into the Business Office within three business days of the end of travel.
- Tips and gratuities for an individual's travel are not reimbursable.

### **6) Registration**

- **All conference registration forms will need to be completed. If registrations are entered on-line make a copy of the completed form. Submit this as a receipt for the registration. Include a copy of the conference agenda so times can be considered for flight and meal arrangements.**
- **Region 16 registrations are completed on-line and need to be printed out and submitted as receipt.**
- **Please indicate the host hotel (if there is one) as well as any other suggested hotels that are in close proximity to where the conference is being held.**
- **When submitting receipts for reimbursement, a certificate or proof of attendance is required. It is the responsibility of the participant to obtain this information. If this information is not received the attendee will be responsible for all registration costs.**
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- Region 16 registrations are completed on-line and need to be printed out and submitted as receipt.
- Please indicate the host hotel (if there is one) as well as any other suggested hotels that are in close proximity to where the conference is being held.
- **When submitting receipts for reimbursement, a certificate or proof of attendance is required. It is the responsibility of the participant to obtain this information. If this information is not received the attendee will be responsible for all registration costs.**

## Miscellaneous

- **Airport parking** – Airport parking is paid for by the employee and will be reimbursed upon return with receipts.
- **Car Rental** - is available only with supervisor approval. The use of a rental vehicle requires documentation to demonstrate that it is more cost effective to use a rental car than to use an alternative mode of transportation.
- **Parking Fees** - an employee who drives a vehicle to a meeting and is required to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.
- **Shuttles or Cabs** will be reimbursed upon return with receipts, only to the conference/travel hotel and airport. Travel to shopping malls, leisure events, etc. are not reimbursed.
- **Personal Cancellation** – If an employee cancels a trip due to personal reasons, they may be required to reimburse the school district for all travel expense incurred.

## Unallowable Expenses

- Alcoholic beverages
- Tips and Gratuities
- Sales Tax (except at restaurants)
- Non district-related expenses
- Additional costs incurred by a family member who is not traveling on official school district business. (These expenses are the personal responsibility of the employee and should be put on a separate receipt.)

**A request for travel and/or reimbursement that is not completed or supported by proper documentation as described above will delay processing and reimbursement.**