

BOOKER INDEPENDENT SCHOOL DISTRICT

Student Travel Request Form Process

1) Request for Travel

- **Supervisor approval must be secured prior to proceeding with travel requests.**
- All Requests for Travel must be signed by supervisor.
- Requests submitted that are incomplete or lacking signatures will be returned unprocessed.
- Beyond District travel funds will be made available to UIL events only.
- Other events will be permitted to budget and utilize activity fund for regional, state or national travel.

2) Mileage / Airfare

- **School Vehicle –Required Transportation Request must be completed.** All School vehicles will be operated by a school employee or approved bus driver only.

3) Gas Cards - Cards are available and should be checked out one day prior to your departure. Gas cards and receipts are returned to the Business Office after completion of the trip.

4) Rooms

- Hotel - All Reservations will be made through the Business Office Only.
- 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.
- 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.

4) Meals

- 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.
 - Receipts must be affixed (taped) 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.
 - Student Per Diem is \$21.00 (\$7.00 a meal) per day or as program budget will allow. Meals provided by event/conference are to be taken into consideration in your planning. Any money that is not dispensed to the students must be returned to the Business Office the follow business day.
- 5) Gratuities/Tips – Are not allowed, unless the vendor requires for a large group and will only be allowed if proof is presented with receipt.
- 6) All conference registrations forms will need to be completed. If registrations are entered on-line make a copy of completed form to be submitted as a receipt. Include a copy of the conference agenda so times can be considered for flight and meal arrangements.
- 7) Miscellaneous
- Shuttle or Cabs will be reimbursed upon return with receipts.
 - Hotel Parking for Buses – It is the responsibility of the sponsor to visit with the hotel about the procedures and cost for parking the bus and it should be included on the travel request form.
 - Self and Valet Parking – are reimbursed only if acknowledge on the travel request form with receipts.

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