

# Clyde Consolidated Independent School District

## Employee Travel Guidelines and Reimbursement Procedures

### Introduction

Persons authorized to travel for business and educational purposes on behalf of Clyde CISD shall be reimbursed for all usual and reasonable travel related expenses made on behalf of and in connection with District business according to District rates. The processes established herein have been developed on the premise that persons will use good judgment and prudence in the expenditure of District funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements, and services in accordance with the needs of the trip. Any payments to travelers under this procedure will not be considered income or compensation in computing the Traveler's participation or benefits in any benefit plan. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's travel expense guidelines and procedures. Requests for exceptions to these guidelines and procedures must be made in writing prior to taking the trip and signed by the Superintendent or designee.

### In-District and Out-of-District Travel

1) Definitions:

In-District Travel - All travel within the Clyde CISD boundaries.

Out-of-District Travel - All other travel outside Clyde CISD boundaries.

2) Supervisors have the following responsibilities prior to authorizing travel:

- a. Ensure funds are available based upon estimated travel costs prior to authorizing travel.
- b. Ensure that the individual traveling is informed of these guidelines and procedures.
- c. Employees must complete a Travel Request/Expense Form for **Out-of-District Travel** eligible for reimbursement. **In-District Travel** (i.e. use of personal vehicle to travel between campuses) will not be reimbursed unless pre-approved by the superintendent or designee. The Travel Request/Expense Form must be signed by the applicant requesting permission to travel and approved by the Building Administrator/Supervisor, and the Superintendent or designee. **This request should be completed fourteen calendar days prior to travel.**
  - i. If the employee is traveling to a conference, a copy of the conference brochure must be attached to the travel request.
  - ii. Generally, the district will not provide meal per diem or overnight lodging unless the driving distance, length of stay, conference begin and/or end times, etc. warrant such. Exceptions to the overnight lodging provision must be pre-approved by the Superintendent or designee.
  - iii. Traveler must stay overnight to be eligible for per diem meal allowance. Exceptions may be approved on a per case basis.
  - iv. The employee should include an accurate estimate of expenses (excluding Texas sales tax) on Travel Request/Expense Form. The approved amount of the reimbursement/advance on the Travel Request/Expense Form is the amount the district will pay, unless time constraints or other factors make it necessary to use receipts and odometer readings for reimbursement. The Travel Request/Expense Form will be used for all advance/reimbursement requests.

- v. Advances to employees for meal per diem when staying overnight will be allowed. Advances for mileage reimbursement will not be allowed.
  - vi. All out-of-state travel must have the approval of the Building Administrator/Supervisor and the Superintendent or designee.
- 3) The Superintendent or designee must approve any exceptions to these guidelines and procedures.

#### **Authorized Mode of Transportation for CCISD Employees**

- 1) Individuals will make their own travel arrangements using the most economical travel available.
- 2) District vehicles should be used when available. If a district vehicle is not available employees may use their private vehicle. Use of district vehicles for student transportation needs will take precedence over employee business travel needs. Economics, i.e. distance to be traveled, etc., will also be considered. See more details under Private Vehicle below.
- 3) Generally, air travel will only be approved when the cost to fly and associated costs (parking, car rental, shuttle, etc.) are equal to or less than the cost to drive.

#### **Maximum Transportation Reimbursement for CCISD Employees**

##### **Airfare**

- 1) The cost of tickets paid by the traveler for official travel on commercial airlines is reimbursable when this mode of travel has been approved and when the employee is requesting reimbursement/advance for an airfare not exceeding the average coach fare.
  - a. Special discounted fares should be used when available, and trips should be planned far enough in advance to qualify for discounted fares.
  - b. If airfare is purchased over the Internet, Accounts Payable will need the sheet received with your confirmation number that shows the employee paid for the ticket on their personal credit card.

##### **Private Vehicle**

- 1) Under certain circumstances employees will be reimbursed for the use of their private vehicle when used for district business. The maximum mileage reimbursement rate for use of privately owned vehicles is the current state mileage rate as published by the State of Texas Comptroller of Public Accounts. Employees will be reimbursed at the maximum mileage rate only when a district vehicle is not available. To be reimbursed at the maximum mileage rate, documentation from the transportation department must accompany the request for reimbursement stating that a district vehicle was not available on the travel date(s). If an employee chooses to use their private vehicle when a district vehicle is available or if an employee fails to turn in proper documentation from the transportation department stating that a district vehicle was not available on the travel date(s); the employee will be reimbursed at ½ the maximum state mileage rate as indicated above. Clyde CISD travel forms will be updated as needed to reflect the current maximum state mileage rate.
- 2) Actual odometer reading (point to point) or an electronic mapping source (such as [www.mapquest.com](http://www.mapquest.com) or any other on-line mapping service) will be used in determining the reimbursable mileage between Clyde and the destination city. If the electronic mapping method is chosen the traveler must print out the driving directions provided and attach them to the travel voucher. Personal non-business related mileage is not reimbursable. Only business related mileage to and from the destination city, to and from hotel, etc. is reimbursable.

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- 3) Generally, if two or more employees are going to attend the same function, on the same date and time, they should carpool together. The employee's immediate supervisor and the Superintendent or designee must approve exceptions to this reimbursement rule prior to travel.
- 4) Reimbursements for taxi fares, personal and district vehicle parking fees, tollbooth fees, and telephone/fax/data charges are authorized at reasonable costs in conjunction with their business use. All approved fares and fees may be reimbursed with the accompanying receipts and Travel Request/Expense forms as required. The district will not reimburse any excess cost associated with valet parking unless no other parking options are available.

### **In-District Travel**

- 1) As a general rule, in-district travel will not be reimbursed. In certain situations in-district travel may be reimbursed if pre-approved. District vehicles may be used for in-district travel when available and when feasible. The Superintendent or designee must approve reimbursement for in-district travel mileage if a personal vehicle is used. Mileage will be reimbursed at the current State of Texas mileage rate.
- 2) Mileage expenses for local travel shall be reported on the Record of Travel portion of the Travel Request/Expense Form or in a similar format. Mileage will be reimbursed for trips to campus and non-campus sites on District business, in excess of normal commute. Trip mileage shall begin from the employee's home campus/office and be measured to the destination campus or non-campus site(s). In-district mileage travel expense reports shall be turned in at least quarterly to Accounts Payable.

### **Meal Per Diem Allowance**

- 1) Maximum meal and gratuity per diem allowance for all travelers conducting district business who stay overnight shall not be more than the most current rate established by the Texas Comptroller of Public Accounts for employees traveling to those areas not listed under the Federal Domestic Maximum Per Diem Rates. In other words, the District will only reimburse employees at a meal rate not to exceed what the state pays for non high cost areas, regardless of what area in the state you are traveling to. Clyde CISD travel forms will be updated as needed to reflect the current State reimbursement rate for non high cost areas.
- 2) A full day per diem is authorized for overnight travel beginning before 7:00 a.m. on the day of departure from the district or overnight travel ending after 7:00 p.m. on the day of return to the district. A partial day per diem is authorized if the overnight travel begins after 7:00 a.m. on the day of departure from the district or ends before 7:00 p.m. on the day of return to the district. Partial day per diem will be determined on a per meal basis depending upon time of departure and/or time of return to the district.
- 3) District personnel traveling out-of-state on district business should check with the Business Office to determine the appropriate meal per diem allowance.

### **Lodging**

- 1) Lodging will be reimbursed/advanced at actual expense not to exceed the current State of Texas in-state lodging rate (plus non-state taxes) for those areas not listed under the Federal Domestic Maximum Per Diem Rates. In other words, the District will only reimburse employees at a lodging rate not to exceed what the state pays for non high cost areas, regardless of what area in the state you are traveling to. Exceptions to the above may be granted by the Superintendent or designee.
- 2) Double occupancy of rooms should be utilized whenever possible. When sharing a room, please state on the Travel Request/Expense Form with whom you shared a room.
- 3) Travelers staying at a hotel within the state should complete a Hotel Occupancy Tax Exemption Form at the time of check-in to qualify for State tax-exempt status. This form may be obtained from the superintendent's office or from the employee section of the CCISD web site. Travelers will only be reimbursed for non-state taxes.

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- 4) The district only reimburses on actual itemized hotel/motel bills. Credit card receipts are not an acceptable substitute.

### **Reimbursable Expenses**

- 1) Expenses that require prepayment, such as registration fees, airline tickets, etc. can be paid directly to the vendor by the District through the requisition/purchase order process. Expenses prepaid by the traveler may be reimbursed by completing a Travel Request/Expense Form and forwarding to the Accounts Payable Department with attached **detailed receipts**.
- 2) Actual travel expenses not advanced may be reimbursed by submitting a Travel Request/Expense Form with attached **detailed receipts** to the Accounts Payable Department. If the employee is required to refund money to the district, a personal check should accompany the approved Travel Request/Expense Form and be submitted to the Business Office.

All employees who have traveled and are seeking reimbursement for expenses or owe the district money above their travel advance shall submit a Travel Request/Expense Form supporting their expenses within 30 calendar days after the trip. Employees who do not comply with this rule may be placed in a frozen status until the trip in question is cleared. If no money is owed by an employee or to an employee, no further action is required.

- 3) Each employee seeking reimbursement of incurred travel expenses must complete a separate Travel Request/Expense Form. The Business Office will not accept one report for several employees.
- 4) Employees that accumulate in-district and out-of-district mileage should submit their mileage at least quarterly for reimbursement.
- 5) Professional dues will be advanced/reimbursed only with the approval of the Superintendent or designee.
- 6) If supplies and materials are purchased at a workshop or conference, these expenses should be reimbursed through the requisition/purchase order process, not through the travel request/expense reimbursement process. All such purchases should be approved **prior to purchase** by the immediate supervisor, Superintendent or designee.
- 7) Personnel authorized to travel using federal funds should be aware of the maximum rate allowable. These rates may be found by contacting the appropriate grant administrator.

### **Key Individuals and Reimbursements**

- 1) District Key Officials will be paid travel expenses in accordance with state policy in regard to reimbursement of Key Officials.