



*Raymondville ISD, it all starts here.*

# ADMINISTRATIVE TRAVEL PROCEDURES MANUAL

# RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

## ADMINISTRATIVE TRAVEL PROCEDURES MANUAL

### TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
INTRODUCTION .....	4
DEFINITIONS .....	5
PREPARATION OF REQUEST FOR TRAVEL .....	6
IN-TOWN TRAINING, MEETINGS, IN-SERVICES, ETC .....	6
REQUEST FOR BUS TRANSPORTATION .....	6
EMPLOYEE TRAVEL .....	7
MEAL REIMBURSEMENT .....	7
LODGING .....	7
TRANSPORTATION .....	8
<i>Air Travel</i> .....	8
<i>Privately Owned Vehicle (POV)</i> .....	8
<i>Rental Cars</i> .....	9
OTHER EXPENDITURES .....	9
OUT-OF-STATE TRAVEL .....	9
OUT-OF-COUNTRY TRAVEL .....	9
STUDENT TRAVEL .....	10
<b>IMPORTANT: UIL REGULATIONS PLACE SOME RESTRICTIONS ON USE OF FUNDS FOR PARTICIPANTS IN UIL EVENTS. CONTACT THE UIL COORDINATOR FOR GUIDANCE ON THE USE OF FUNDS</b> .....	10
PREPAYMENTS .....	10
MEALS .....	10

LODGING .....	11
TRANSPORTATION .....	11
<i>Air Travel</i> .....	11
<i>Privately Owned Vehicles (POV) - Student Travel</i> .....	11
<i>School Buses</i> .....	12
<i>Charter Buses/Leased Vehicles</i> .....	12
OTHER EXPENDITURES .....	13
OUT-OF-STATE TRAVEL .....	13
OUT-OF-COUNTRY TRAVEL .....	13
<b>ATTACHMENT A - RISD BOARD POLICY DEE (LOCAL)</b> .....	14
<b>ATTACHMENT B - RISD BOARD POLICY CNB (LOCAL)</b> .....	15
<b>ATTACHMENT C - RISD TRAVEL REQUEST FORM</b> .....	16
<b>ATTACHMENT D- RISD PREPAYMENT PROCEDURES</b> .....	17
<b>ATTACHMENT E – RISD ROSTER OF STUDENTS RECEIVING MEAL MONEY</b> .....	18
<b>ATTACHMENT F- GENERAL SERVICES ADMINISTRATION (GSA) PER DIEM HOTEL RATES</b> .....	19
<b>ATTACHMENT G – LOCAL POLICY FMG (STUDENT ACTIVITIES TRAVEL)</b> .....	20

## INTRODUCTION

The purpose of this manual is to establish in-district and out-of-district travel procedures for all employees and students.

Administrative staff, principals and directors are responsible for ensuring compliance with these procedures and board policy. The meals, lodging and mileage as set forth in this manual are the maximum amounts authorized. These amounts may be reduced by the approving authority, as he/she deems necessary.

## TRAVEL REIMBURSEMENTS FOR SCHOOL DISTRICTS

- Lodging per night In-State: General Services Administration (GSA) Per Diem Hotel Rates for Texas (**See attachment F**)
- Meals In-State: up to \$36.00 per day
- Mileage: Standard Mileage Rates on the IRS website (Beginning July 1, 2019)
  - Travelers must fill out the Travel Expense/ Reimbursement in order to be reimbursed for mileage or any other travel related expense.
  - Travelers are required to calculate mileage by using an electronic mapping source - MapQuest
  - The traveler must print out the driving directions provided by the site and attach them to the travel reimbursement form.
  - The traveler must also provide the conference/training agenda and attach to the travel reimbursement form if meals are being claimed.
  - Any non-overnight meal reimbursements must be submitted to the payroll department with proper supporting documentation.

## DEFINITIONS

The following definitions will be used throughout this manual:

**Authorization:** All Requests for Travel must have the appropriate authorizations (signatures) before the forms are submitted to the Business Office for processing.

Keep in mind that the Superintendent's approval for one item, e.g. car rental, does not necessarily mean other items, e.g. amounts in excess of state rates, are approved. Each item must be approved separately and initialed on the Travel Request Form.

**In-District Travel:** Payment of meals and lodging expenses incurred while attending meetings, in-services, training, etc. within the Raymondville Independent School District boundaries is unallowable. Registration fees for events within the Raymondville Independent School District are an allowable expense.

**Out-of-District Travel:** Travel outside the Raymondville Independent School District boundaries. Expenses incurred while attending meetings, in-services, training, etc. outside the Raymondville Independent School District boundaries shall be eligible for reimbursement/prepayment (air, lodging and other travel expenses).

**Per Diem:** Employees will only receive an advance check for meals for overnight travel. Day travel (Non-Overnight) will be reimbursed after date of travel through the payroll process. Also, coaches/sponsors traveling with student groups will adhere to the per diem rate used by students.

**Prepayment:** An instance where the employee receives an advance check for travel expenses. Prepayment checks will be issued for the following items/conditions;

- Large amounts of cash are needed for student groups, i.e. band, football team, ROTC groups. Prepayment checks may be issued for all travel related expenses.
- For individual employee travel, prepayment checks may be issued only for air fare(s), lodging and registration fees.
- The superintendent must authorize lodging that exceeds the GSA Per Diem Hotel Rates for Texas per day allotment.

**Receipts:** A written acknowledgment that funds have been received or spent for goods and/or services. Only original receipts will be accepted by the Business Office as proof for lodging, airfare, car rental, etc. expenses.

**Reimbursement:** Employees will receive reimbursement for meals, lodging, airfare, car rentals, parking fees, shuttle fees and other incidental expenses if approved by the Business Office. **Keep in mind that a prepayment check may be issued for lodging, airfare and registration fees if requested by the employee.** Original receipts must be presented for reimbursement. Reimbursements must be requested in a timely manner, within two weeks of the date of travel.

## **PREPARATION OF REQUEST FOR PROFESSIONAL LEAVE**

A Travel Request Form must be submitted to the appropriate Administrator for his/her signature at least two weeks before the event.

A Travel Expense/ Reimbursement Form requesting a prepayment must arrive at the Business Office two weeks prior to the time the check is needed. This will allow sufficient time to review the Travel Expense/ Reimbursement Form for proper signatures and ensure the check is generated in a timely manner.

### **In-Town Training, Meetings, In-Services, etc.**

Employees attending meetings, in-services, training, etc. within the Raymondville Independent School District boundaries shall not be eligible for reimbursement (lodging) or meal reimbursement.

### **Request for Bus Transportation**

If student transportation by school bus is involved, a bus request form must also be submitted to the Transportation Department at least two weeks in advance to ensure coordination of school buses.

## EMPLOYEE TRAVEL

A Travel Request form must be attached to the requisition on the Skyward system and submitted to the appropriate Administrator for his/her signature at least two weeks before the event.

Any lodging, airfare and registration prepayment documentation must arrive at the Business Office two weeks prior to the time the check is needed. This will allow sufficient time to review the Travel Request Form for proper signatures and ensure the check is generated in a timely manner.

### Meals

Employees traveling out-of-district shall be eligible to claim meals according to the times stated in the table below:

Meal	Times Eligible for Meal Reimbursement	Amount	%
Breakfast	Must leave RISD before 7:00 a.m. Must return to RISD after 9:00 a.m.	\$7.00 per day	19.45 %
Lunch	Must leave RISD before 11:00 a.m. Must return to RISD after 2:00 p.m.	\$11.00 per day	30.55 %
Dinner	Must leave RISD before 4:00 p.m. Must return to RISD after 6:00 p.m.	\$18.00 per day	50.00 %

**Full Day Travel:** Meal Reimbursement up to \$36 per day will be allowed when traveling out-of-district as indicated on the above table.

The reimbursement of meals will be available for less than full-day out-of-district travel as indicated on the above table.

The following guidelines will be used when requesting reimbursement for meal expenses:

1. Adherence to the above rates and times eligible for meal reimbursement listed on the Travel Reimbursement Forms for both Non-Overnight and Overnight Meals.
2. Advance checks will be overnight per diem only.
3. Meal reimbursement is for the cost of meals, beverages, etc. Any amounts incurred in excess of the amounts stated in the above table will be at the employee's expense.
4. The District will not reimburse for gratuity, tips or alcoholic beverages.
5. The District will not reimburse any meals provided by the conference/training.
6. The District must include any funds used for non-overnight meal reimbursement in the employee's total taxable wages. The income listed on the employee's W-2 must include any reimbursement paid during the tax year for non-overnight meal expenses. Non-overnight meal reimbursements will be processed through payroll.

### Lodging

Reimbursement or payment for lodging will be provided for authorized travel based on the GSA Per Diem Rates of Texas. The superintendent must authorize lodging that exceeds the GSA Per Diem Rate allotment. Hotel taxes are separate from the actual lodging rate. **Travel destination must be at least 100 miles away from Raymondville ISD (419 FM 3168) to request for lodging.** The District does not own a credit card so it is the responsibility of the employee traveling to use their personal credit card to hold the room until a requisition is submitted for the travel expenses. Once the requisition is approved, a check will be cut for the hotel and the employee's credit card should not be charged.

Other rates may apply for out-of-state travel. Please contact the following individuals for applicable out-of-state rates:

- Chief Financial Officer, Phone No. 689-8175 ext. 4110
- Budget Coordinator, Phone No. 689-8175 ext. 4124

The following guidelines will be adhered to when reimbursing employees for lodging expenses or issuing a prepayment:

1. If hotel accommodations are shared with one or more other individuals, these must be listed on the Travel Request Form. Total lodging expenses will be prorated among the individuals sharing a hotel room and in no instance will the individual reimbursement amount exceed the GSA Per Diem Hotel Rates. It will be the responsibility of the employee to obtain separate and original receipts for all lodging expenses that will be reimbursed.
2. Raymondville Independent School District is exempt from the state sales tax.
3. Fax/copying fees and business related telephone calls may be submitted with receipts for reimbursement consideration.
4. Hotel parking fees for privately owned vehicles or rental cars are reimbursable and are separate from the actual lodging rate.
5. The number of RISD employees traveling together will be taken into consideration when determining if it economically advantageous for employees to lodge at the host hotel or lodge at another hotel and rent a car/cabfare.

### **Retiring Employees**

Employees retiring, leaving the District or those with a change in assignment that have already made travel plans should cancel conference plans or modify the plans to enable others to attend in their place. District paid travel should not be scheduled for employees that are retiring or terminating their employment with the District.

### **Transportation**

#### *Air Travel*

Air travel will be authorized if it is determined feasible, efficient and economically advantageous to the Raymondville Independent School District

The allowable amount shall be the actual cost of the ticket (evidenced by receipt)

1. Original receipts must be submitted for reimbursement.
2. Airport parking fees are reimbursable and original receipts must be submitted.
3. Shuttle fares are allowable expenses if original receipts are submitted.

#### *Privately Owned Vehicle (POV)*

Use of a Privately Owned Vehicle (POV) is allowable when it is deemed that air travel is not feasible or economically advantageous for the Raymondville Independent School District and if there is not a District vehicle available for travel.

1. Employees traveling by themselves will be paid an amount equal to the most economical airfare available if they choose to use their POV instead of flying to their destination.
2. The number of employees traveling in the POV will be used to determine if it is economically advantageous to approve the use of a POV or to allow for air travel.
3. An allowance for mileage will be provided at the Standard Mileage Rate on the IRS website. (Beginning July 1, 2019)
4. Raymondville Independent School District gasoline credit card shall not be used when use of a POV is authorized.
5. Use of a POV must receive prior approval.



6. Toll fees are reimbursable and require original receipts.
7. Parking fees are reimbursable and require original receipts.

### *Rental Cars*

The use of rental cars is allowable if an employee(s) is/are not lodging at the host hotel. The number of RISD employees traveling together will be taken into consideration when determining if it is economically advantageous for employees to lodge at the host hotel or lodge at another hotel and rent a car. Another factor used in authorizing of a rental car will be side trips to other school districts, the Texas Education Agency, etc.

If a request to rent a car to travel from Raymondville to Austin, San Antonio, etc. is received, the following costs will be weighed to ensure it is economically advantageous:

1. Wages lost due to travel time,
2. Number of days for lodging if travel is by car versus air travel,
3. Number of employees traveling together (if applicable).

**PLEASE NOTE:** All rental car expenditures must have the Superintendent's prior approval.

### **Other Expenditures**

Original receipts may be submitted for reimbursement consideration of the following:

1. Gasoline expenditures (applies only to rental vehicles approved by the Superintendent),
2. Toll fees,
3. Parking fees (hotel, convention center, airport, etc.)
4. Shuttle fees,
5. Fax/copy fees and business related telephone calls may be submitted to the Business Office for reimbursement consideration.

### **OUT-OF-STATE TRAVEL**

Employee out-of-state travel requires the Superintendent of Schools approval.  
Student out-of-state travel requires Board approval. **See Policy FMG Local.**

Different state approved rates for the reimbursement of meals and lodging expenses outside of Texas may apply. Please contact the Business Office for the current state approved rates. Adherence to the published rates will be mandatory. Request for excess amounts must have the Superintendent's approval and local funds will be used to cover these amounts.

### **OUT-OF-COUNTRY TRAVEL**

Employee out-of-country travel requires Board approval.

## STUDENT TRAVEL

**IMPORTANT: UIL regulations place some restrictions on use of funds for participants in UIL events. Contact the UIL Coordinator for guidance on the use of funds.**

### Prepayments

Prepayments will be authorized for travel involving students on District sanctioned activities when large amounts of cash are needed for student meals, lodging, transportation, registration fees, etc. Requests for prepayments should arrive at the Business Office at least two weeks prior to the event to ensure that check(s) are issued in time for the event.

All receipts must be returned and prepayments settled within five (5) working days after returning from the event. No other prepayments will be issued to an employee until previous prepayments are settled.

### Meals - Per Diem

A daily maximum allowance of twenty-one dollars (\$24.00) will be allowed for each student and will be prorated as follows:

Meal	Times Eligible for Reimbursement	Amount
Breakfast	Must leave RISD before 7:00 a.m. Must return to RISD after 9:00 a.m.	\$8.00 per day
Lunch	Must leave RISD before 11:00 a.m. Must return to RISD after 2:00 p.m.	\$8.00 per day
Dinner	Must leave RISD before 4:00 p.m. Must return to RISD after 6:00 p.m.	\$8.00 per day

The following guidelines will be used when providing a Per Diem allowance to students for meals expenses:

1. Adherence to the above rates and times eligible for reimbursement listed on the Travel Reimbursement Form.
2. The per diem allowance is for the cost of meals, beverages, etc. Any amounts incurred in excess of the per diem allowance will be the student's expense.
3. Students will be issued the appropriate amount for each meal and be required to sign for the amount received. Please refer to **Roster of Students Receiving Meal Money** form (Attachment E).

Sponsors/coaches/bus drivers will adhere to the same allowance (\$24.00) when accompanying students on RISD sanctioned events and, for the safety of the students, are expected to chaperone

them at all times.

Coaches traveling to athletic events, scouting trips, etc., not involving athletes/students shall adhere to the same guidelines imposed on all other RISD employees (\$36.00/day meal reimbursement, GSA Per Diem Hotel Rates and Standard Mileage Rates on the IRS website for mileage).

Board Policy DEE (local) (Attachment A) An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses. Update 107

## **Lodging**

Lodging prepayments will be allowed for student travel at the GSA Per Diem Hotel Rates for travel within the state of Texas. It is recommended that coaches/sponsors have four students of the same gender share a room.

Other rates may apply for out-of-state travel. Please contact the following individuals for applicable out-of-state rates:

- Business Office, Phone No. 689-8175

The following guidelines will be adhered to when providing reimbursements to employees/students for lodging expenses:

1. Raymondville Independent School District is exempt from the state sales tax.
2. Hotel parking fees for privately owned vehicles or rental cars are reimbursable and are separate from the actual lodging rate.

## **Transportation**

For more details, please refer to Board Policy CNB (Legal) (Attachment B)

### *Air Travel*

Airfare for students and sponsors will be paid at the actual amount as evidenced by a receipt. The most economical airfare must be sought.

### *Privately Owned Vehicles (POV) - Student Travel*

The District will not approve the use of private vehicles for student group activities.

## *School Buses*

School buses shall be available for school-sponsored activities that involve students and school employees. Elementary and intermediate school field trips must be kept within the district. All other trips outside of the District must be approved by the Superintendent, but in no case shall approval be granted for a school bus to travel out of the state of Texas.

Unless the Board has approved use of the unencumbered transportation fund for that purpose, school organizations using buses for extracurricular activities and field trips shall reimburse the transportation fund at a flat rate of \$50 for in-District trips and at an annual cost per mile as described in the yearly TEA report for out-of-District trips. Field trips occurring on a daily basis shall be charged \$11.59 per hour. Any afterschool program will be charged a flat rate of \$25.00 per hour for the driver plus the current TEA reimbursement rate per mile.

## *Charter Buses/Leased Vehicles*

For those groups wishing to travel in vehicles other than school buses, the following options are available:

1. Charter buses
2. Lease of a vehicle (Vans)
  - 2.1. Independent School Districts can use passenger cars and vans to transport students as long as the vehicles are designed to carry no more than 10 people. (The driver and up to nine students.)
  - 2.2. Groups choosing this option need to lease the vehicle under the District's name for liability insurance purposes and must notify the District's insurance carrier in advance of the planned use.
  - 2.3. It is also necessary for such groups to purchase the collision insurance offered by the lessor.
  - 2.4. The maximum number of students and adults permitted are as follows.

District Vehicles Seating Capacity per Vehicle:		
1. Alero.....	T-2 Seats 3 Students...	1 Adult (driver)
2. Excursion.....	T-3 Seats 8 students...	1 Adult (driver)
3. Suburban.....	T-4 Seats 7 students...	1 Adult (driver)
4. Suburban.....	T-5 Seats 8 students...	1 Adult (driver)

- 2.5. A list of students must accompany the request for approval to rent/lease a van. This list must also be forwarded to the RISD insurance carrier.
  - 2.6. Each occupant must wear a safety belt.

## **Other Expenditures**

Original receipts may be submitted for reimbursement consideration of the following:

1. Gasoline expenditures (applies only to rental vehicles approved by the Superintendent),
2. Toll fees,
3. Parking fees (hotel, convention center, airport, etc.)
4. Shuttle fees,
5. Fax/copy fees and business related telephone calls are reimbursable if original receipts are submitted.

## **OUT -OF-STATE TRAVEL**

Employee out-of-state travel requires the Superintendent of Schools approval. Student out-of state travel requires Board approval. **Local Policy FMG See Attachment G**

Different state approved rates for the reimbursement of meals and lodging expenses outside of Texas may apply. Please contact the Business Office for the current state approved rates. Adherence to the published rates will be mandatory. Request for excess amounts must have the Superintendent's approval and local funds will be used to cover these amounts.

## **OUT-OF-COUNTRY TRAVEL**

Employee and student out-of-country travel requires Board approval.

**ATTACHMENT A - RISD BOARD POLICY DEE (LOCAL)**

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LEGAL)

---

**Note:** For guidance regarding employee expense reimbursement, including per diem reimbursement, and income tax issues, see the *TEA Financial Accountability System Resource Guide*, Section 1.9.2.2 Employee/Board Member Travel and Business Expenses.

---

**Travel Services**

An employee of a district who is engaged in official business may participate in the comptroller's contract for travel services. Gov't Code 2171.055(f)

**Classroom Supply  
Reimbursement**

If funds are specifically appropriated or TEA identifies available funds, TEA shall establish a reimbursement program under which TEA provides funds to districts for the purpose of reimbursing classroom teachers who expend personal funds on classroom supplies.

A district shall match any funds provided to the district under the reimbursement program with local funds to be used for the same purpose. A district may not use funds received under the reimbursement program to replace local funds used by the district for the same purpose.

A district shall allow each classroom teacher in the district who is reimbursed under the reimbursement program to use the funds at the teacher's discretion, except that the funds must be used for the benefit of the district's students.

*Education Code 21.414*

**ATTACHMENT B - RISD BOARD POLICY CNB (LEGAL)  
AND (LOCAL)**



TRANSPORTATION MANAGEMENT  
DISTRICT VEHICLES

CNB  
(LEGAL)

---

**Note:** For additional legal requirements applicable to purchases with federal funds, see CBB.

---

**Authorization to  
Purchase or Lease  
Vehicles**

A district may purchase school motor vehicles through the comptroller or through competitive bidding under Education Code Chapter 44, Subchapter B. *Education Code 34.001(a)* [See CH]

Each contract proposed to be made by a district for the purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at \$20,000 or more. *Education Code 44.031(l)*

When a contract for the purchase of school buses is valued at \$20,000 or more, the contract must be made either through competitive bidding or by purchasing the buses through the comptroller. *Atty. Gen. Op. LO-98-063 (1998)*

**Payment**

A district financially unable to pay for a vehicle the district purchases may, as prescribed by Education Code 34.005, issue interest-bearing time warrants in amounts sufficient to make the purchase. *Education Code 34.005(a)*

A board may issue bonds to purchase new school buses. *Education Code 45.001(a)(1)(D)* [See CCA]

**New Van  
Purchases or  
Leases**

A school system may not purchase or lease a new 15-passenger van if it will be used significantly by, or on behalf of, the school system to transport preprimary, primary, or secondary school students to or from school or an event related to school, unless the 15-passenger van complies with the motor vehicle standards prescribed for school buses and multi-function school activity buses under United States Code Title 49. This provision does not apply in some limited circumstances, including the purchase or lease of a 15-passenger van under a contract executed before August 10, 2005, the date of enactment of this provision. *49 U.S.C. 30112*

**Contracts for  
School Bus Use,  
Acquisition, or Lease**

A board may contract with any person for use, acquisition, or lease with option to purchase a school bus if the board determines the contract to be economically advantageous to the district. Such a contract may have any lawful term of not less than two or more than ten years. The competitive bidding requirements of Education Code Chapter 44, Subchapter B apply to a contract under this provision. A school bus that is leased or leased with an option to purchase must meet or exceed safety standards set out in Education Code 34.002. *Education Code 34.009* [See CH]

TRANSPORTATION MANAGEMENT  
DISTRICT VEHICLES

CNB  
(LEGAL)

<b>Registration</b>	District-owned vehicles used exclusively in the service of a district are exempt from the state registration fee. The Department of Motor Vehicles (DMV) must approve an application for registration before exempt license plates are issued. <i>Transp. Code 502.451, .453</i>
<b>Identification</b>	The DMV may not issue exempt license plates unless the applicant for registration certifies in writing that the name of a district is printed on each side of the vehicle, in letters that are at least two inches high or in an emblem that is at least 100 square inches in size. The letters or emblem must be of a color sufficiently different from the body of the vehicle to be clearly legible from a distance of 100 feet. <i>Transp. Code 502.452(a)</i>
<b>Maintenance</b>	District vehicles are subject to inspection pursuant to Transportation Code Chapter 548.
<b>School Bus Advertising</b>	The exterior of a school bus may not bear advertising or another paid announcement directed at the public if the advertising or announcement distracts from the effectiveness of required safety-warning equipment. A school bus that violates this provision or rules adopted under this provision shall be placed out of service until it complies. <i>Transp. Code 547.701(d)</i>
Advertising Rules	A district may allow advertisements on school buses in accordance with rules. The rules adopted by the Texas Department of Public Safety (DPS) at 37 Administrative Code 14.61–14.65 apply to all school buses used to transport preprimary, primary, and secondary public school students. <i>37 TAC 14.61</i>
“Advertisement”	For purposes of this policy, “advertisement” means any communication brought to the attention of the public by paid announcement or in return for public recognition in connection with an event or offer or sale of a product or service, except for a single-line listing of a district name and/or school or manufacturer logo approved by DPS. <i>37 TAC 14.1(1)</i>
Material and Location	Advertisements must be of a material and in a location specified in the rules. <i>37 TAC 14.62–.64</i>
Annual Notice	By September 1 of each year, districts involved in an advertising program shall provide the School Bus Transportation Program at DPS written notification of the number of buses operated by or for the district that display exterior advertising or another paid announcement. <i>37 TAC 14.65(a)(1), (b)</i>
<i>Delivery of Notice</i>	Notices to DPS shall be delivered by facsimile at (512) 424-2238, electronic mail at <a href="mailto:sbt@txdps.state.tx.us">sbt@txdps.state.tx.us</a> , or mailed to School Bus Transportation, Texas Department of Public Safety, P.O. Box 4087, Austin, TX 78773-0525. <i>37 TAC 14.65(d)</i>

TRANSPORTATION MANAGEMENT  
DISTRICT VEHICLES

CNB  
(LEGAL)

**Nonschool Use**

A board may contract with nonschool organizations for use of school buses. The board may provide services relating to the maintenance and operation of the buses in accordance with the contract. *Education Code 34.010*

**Sale of Buses**

At the request of a district, the comptroller shall dispose of a school bus. A district is not required to dispose of a bus through the comptroller. *Education Code 34.006*

**ATTACHMENT C - RISD TRAVEL REQUEST FORM**



# aymondville Independent School District

## TRAVEL REQUEST FORM

PLEASE COMPLETE ALL APPLICABLE BLANKS

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_

Conference/Meeting Title: \_\_\_\_\_

Conference/Meeting Location: \_\_\_\_\_

Campus Improvement Plan: \_\_\_\_\_

How will attendance benefit participant(s) \_\_\_\_\_

Special request (car rental, hotel, airfare, etc.): \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Please Include Budget Account Code to be used.

Approval of Campus Principal/Dept. Head, Business Office, Curriculum Director and Assistant Superintendent are required before any arrangement or commitments for travel are made. The information requested above is to be provided and will be used in deciding to approve or reject the request.

Approval for attendance is partially contingent upon the employee's willingness to share the knowledge or skill gained while attending this conference/meeting. His/her signature indicates he/she agrees to share this information during in-service, as requested. **A Travel Reimbursement Form must also be completed and submitted to Supervisor before each travel occurrence, by the person doing the traveling.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Dept. Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum Director's Approval

\_\_\_\_\_  
Date

\*\*\*\*\*

### TO BE COMPLETED BY CENTRAL OFFICE

☐ Approve ☐ Disapproved

\_\_\_\_\_  
Assistant Superintendent's Signature

\_\_\_\_\_  
Date

Please remember to always attach any supporting documentation necessary.

Updated 7/23/18

## **ATTACHMENT D – PREPAYMENT PROCEDURES**



# Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

## PREPAYMENT PROCEDURES

The following procedures have been implemented for the school year. Your compliance with these procedures will prevent the loss and accumulation of vendor receipts. These procedures were designed to serve you in a prompt and efficient manner. Please keep in mind that we want to clear your prepayment accounts as soon as possible and your cooperation is very important in helping us perform our work.

1. Prepayments for registration fees, cost of lodging and airline fares will require the proper approval from the school/department. The superintendent must authorize lodging that exceeds the GSA Per Diem Hotel Rates for Texas. Please note that the city taxes are not included in the lodging allotment.
2. The Superintendent must authorize any car rentals. If the rental is a van to transport students, additional information may be required by the Superintendent's office.
3. The Federal Programs Department must approve prepayments issued from Federal Funds. A copy of the receipt or invoice must be provided to the Federal Programs Department.
4. Prepayment checks will not be issued for meals unless students are involved in the trip.
5. Prepayment checks that you request must be used only for the vendor specified and only for the items described on the requisition form.
6. Please type and highlight, “ **Prepayment Required**,” on all prepayment requisitions.
7. Allow the prepayment clerk sufficient time to process your requisitions. Walk-through prepayments should be limited to extreme emergencies.
8. Anytime a prepayment check is used for payment of services rendered or for merchandise purchases, the vendor must provide an original receipt or invoice. If the vendor does not provide a receipt or invoice it is your responsibility to ask for one.
9. Each school/department is responsible for forwarding all prepayment original receipts or invoices to the Finance Department within (5) working days after returning from the event.
10. Any refund checks or cash should be returned to AnnaBelle White, Accounts Payable Clerk, at the Business Office within (5) working days after returning from the event and a receipt will be issued to you for the amount returned.

**ATTACHMENT E – ROSTER OF STUDENTS RECEIVING MEAL  
MONEY**





# Raymondville Independent School District

**Event:** \_\_\_\_\_

Printed Sponsor Name(s): \_\_\_\_\_

1. Sponsors are responsible for the safety and health of the students under their care. As such, they must ensure that each student receives the appropriate amount for meals and that the funds are spent for meals. (\$8 for per meal/ per student & sponsor)
2. Students must sign and indicate the amount received for each meal.
3. The **Roster of Students Receiving Meal Money** form must be submitted along with any residual money to the Finance Clerk at your campus within five working days after the event.

[illegible]

**ATTACHMENT F – GENERAL SERVICES ADMINISTRATION (GSA) PER  
DIEM HOTEL RATES FOR TEXAS**



# FY 2019 Per Diem Rates for Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Standard Rate</b>	<b>Applies for all locations without specified rates</b>	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
<b>Arlington / Fort Worth / Grapevine</b>	<b>Tarrant County / City of Grapevine</b>	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164
<b>Austin</b>	<b>Travis</b>	\$145	\$145	\$145	\$160	\$160	\$160	\$145	\$145	\$145	\$145	\$145	\$145
<b>Big Spring</b>	<b>Howard</b>	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
<b>College Station</b>	<b>Brazos</b>	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
<b>Corpus Christi</b>	<b>Nueces</b>	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
<b>Dallas</b>	<b>Dallas</b>	\$157	\$157	\$149	\$149	\$149	\$149	\$149	\$149	\$149	\$149	\$149	\$157
<b>El Paso</b>	<b>El Paso</b>	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
<b>Galveston</b>	<b>Galveston</b>	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$131	\$131	\$105	\$105
<b>Houston (L.B. Johnson Space Center)</b>	<b>Montgomery / Fort Bend / Harris</b>	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$120	\$120	\$120	\$120

<b>PrimaryDestination</b>	<b>County</b>	<b>2018Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>2019Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>
<b>Midland / Odessa</b>	<b>Midland / Andrews / Ector / Martin</b>	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142
<b>Pecos</b>	<b>Reeves</b>	\$154	\$154	\$154	\$216	\$216	\$216	\$154	\$154	\$154	\$154	\$154	\$154
<b>Plano</b>	<b>Collin</b>	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121
<b>Round Rock</b>	<b>Williamson</b>	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103
<b>San Antonio</b>	<b>Bexar</b>	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126
<b>South Padre Island</b>	<b>Cameron</b>	\$94	\$94	\$94	\$94	\$94	\$96	\$96	\$96	\$117	\$117	\$94	\$94
<b>Waco</b>	<b>McLennan</b>	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105

**ATTACHMENT G – LOCAL POLICY FMG**  
**(Student Activities Travel)**

STUDENT ACTIVITIES  
TRAVEL

FMG  
(LOCAL)

TRANSPORTATION  
FOR STUDENT  
TRAVEL

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

IN-STATE OVERNIGHT  
TRIPS

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the Superintendent.

OUT-OF-STATE TRIPS

Any out-of-state trips taken by student organizations or other student groups shall require approval from the Board.