

ADMINISTRATIVE GUIDELINE

CLARKSVILLE INDEPENDENT SCHOOL DISTRICT

SUBJECT: TRAVEL EXPENSES

REIMBURSEMENT PROCEDURES

Travel Policy for In-District and Out-of-District Travel

Principals and directors have the following responsibilities prior to authorizing travel:

1. Ensure that funds are available prior to authorizing travel.
2. Ensure that the individual traveling is informed of this policy or reductions of the maximum reimbursement rates stated in this policy by approving authority.
3. Ensure that the employee's immediate supervisor has approved the Travel Request for trips that do not involve overnight accommodation.
4. Ensure that a conference request form is on file with appropriate signatures for approved overnight travel.
5. Coordinate travel with district employees to ensure that no more than one vehicle is taken per four employees.

Authorized Mode of Transportation for CISD Employees

Travel by commercial air will be the authorized mode of travel when such travel is less expensive than by privately owned automobile. Costs to be considered are:

- a. The difference between the **\$.58 cents** per mile and the cheapest airfare.
- b. Time lost away from job.
- c. Substitutes' pay required for teachers.
- d. The number of persons going to the same point at the same time.
- e. Taxi fares to and from airport, to hotel, and to point of duty at destination point.
- f. Parking fees and mileage to airport.
- g. Other charges not listed above.

Directors, supervisors, and principals will not direct employees to go by commercial air when fear of flying is involved. Travel by private automobile is authorized when approved by the Superintendent or designee.

Maximum Transportation Reimbursement

Air Fare

Cost of tickets purchased by the traveler for official travel on commercial airlines is reimbursable when this mode of travel has been approved and when the staff member is requesting reimbursement for the lowest possible airfare. Receipts must be attached to the voucher in order for the traveler to receive reimbursement for this expenditure.

Private Automobile

1. The maximum mileage rate for use of privately owned automobiles is **\$.58 cents** per mile, which is the IRS standard mileage rate for business purposes.
2. The district provided mileage chart or Map quest mileage are to be used in determining reimbursable mileage. The shortest practical route between the point of origin and the destination via intermediate points at which official business is conducted must be reported. This shall include the use of farm-to-market roads as per state guidelines.
3. If two or more employees are going to attend the same function, they must car-pool together. Mileage will be allowed on one car for each four (4) employees and for any fraction in excess of a multiple of four. The mileage rate allowable for one car can be divided between two or more employees when each of them drives a separate vehicle, provided prior approval is received from the responsible school official.
4. Travel requests must be submitted and approved by principal/supervisor 3 days prior to the trip. The travel request must state the name of the staff member driving the school vehicle.
5. Reimbursements for taxi fares are authorized at actual costs in conjunction with the use of public transportation. Receipts are required for all fares.
6. Car rentals will be reimbursed at actual costs under emergency conditions or approval from the Superintendent or designee prior to the actual travel. This rental must be cheaper than taxi fares. Mileage for personal travel is not authorized or payable. A detailed statement or justification for the car rental, reflecting the emergency conditions and the reasons why other means cannot be more economically used, will be attached to the travel claim.

Meal Reimbursement

When traveling out of the district overnight, a traveler is entitled to claim per diem with attached receipts, not to exceed the following rate:

\$51

First and last day meals not to exceed **\$36**

Reimbursement for meals will not be made unless they are claimed by the traveler and itemized receipts attached. All receipts must detail the items consumed. Receipts listing only a total will be disallowed. No reimbursement will be made for snacks, drinks or gum purchased at stores such as Wal-Mart, Starbucks, Buccees, etc. **Sales tax and gratuities are the responsibility of the employee and will not be reimbursed.**

Administrator Meals

Administrators will be reimbursed up to \$20 for any day time meals when traveling to/from athletic or UIL events or professional development training/meetings. Travel must be more than six consecutive hours. **Sales tax and gratuities are the responsibility of the employee and will not be reimbursed.**

Lodging

When lodging is required for overnight travel, the employee or supervisor will contact the Superintendent's Administrative Assistant with the travel details and a signed purchase requisition. If Federal Funds are being spent on the travel, a Federal Programs Professional Development Travel Request Form signed by the Director of Federal Programs should also accompany the purchase requisition. The Administrative Assistant will secure the room with the school credit card and process the purchase requisition. On the day of the departure or the day before if travel departure is outside the normal business office hours, the traveler will be responsible for obtaining a school credit card and hotel sales tax exemption form from the Administrative Assistant to be used to charge the room only. State lodging rates can be found on the Texas Comptroller website. Any amount exceeding state lodging rates will be paid using local funds. When traveling outside Texas, please contact the administration office for the rate. State taxes cannot be reimbursed. Employees are responsible for completing tax exemption forms at the hotel site. If state taxes are included on the final invoice, the employee will be responsible to reimburse the district for the amount of the state tax. If the employee fails to reimburse the district in a timely manner, the monies due will be submitted to the district through payroll deduction. Employees are responsible for returning an itemized statement from the hotel to the business office within 3 days of return.

Lodging when more than 1 employee is traveling will be no less than 2 employees per room. A rooming roster will be required prior to making the reservations. The Superintendent's office must be notified of any cancellations one week prior to the event. If the employee fails to notify the office of the cancellation and the district is charged for the room, the employee will reimburse the district for the entire cost of the room. The Superintendent has the authority to waive the charge in extreme emergency situations. At no time will the district incur the cost of a room for non-school personnel.

Other Reimbursable Expenditures

1. Registration fees claimed will be reimbursed if a receipt is attached to the travel voucher.
2. Parking fees will be reimbursed when a receipt is attached to the travel voucher.
3. Parking fees will be reimbursed for one vehicle per group of 4 staff members attending out-of-town event.
4. Dues are considered personal expenses and, therefore, will not be reimbursed by the district.

Requirement of “Sessions Attended” Form

For trainings paid out of Federal Funds, please complete and attach the “Sessions Attended” document to your travel reimbursement form. Your travel reimbursement will not be completed without the form. Check with your campus principal to determine when use of this form is applicable to your travel/training.

Board Members Reimbursements

Board members will be paid according to Board policy BBG-L.

How to Claim Allowable Travel Expenditures

A traveler must forward an approved Travel Expenses Form (samples included with this guideline) with applicable signatures to the Business Office before reimbursement can be made.

In-District Travel

1. Reimbursement will be made for mileage for in-district travel as approved by the Superintendent or designee at the rate of **\$.58 cents** per mile. No reimbursement will be made for meals incurred while traveling in-district.
2. Each trip must be logged on the appropriate form, and no mileage will be paid for trips beginning at an employee’s home.

If an employee fails to follow the new credit card procedures as they relate to lodging, he/she forfeits the right to obtain a credit card and will need to either ask for lodging reimbursement or a school check.

Student Travel

Lodging: When lodging is required for overnight travel, the employee or supervisor will contact the Superintendent’s Administrative Assistant with the travel details and a signed purchase requisition. She will secure the room with the school credit card and process the purchase requisition. On the day of the departure or the day before if travel departure is

outside the normal business office hours, the employee/sponsor will be responsible for obtaining a school credit card and hotel sales tax exemption form from the Administrative Assistant to be used to charge the room only. State lodging rates can be found on the Texas Comptroller website. Any amount exceeding state lodging rates will be paid using local funds. When traveling outside Texas, please contact the administration office for the rate. State taxes cannot be reimbursed. Employees are responsible for completing tax exemption forms at the hotel site. If state taxes are included on the final invoice, the employee/sponsor will be responsible to reimburse the district for the amount of the state tax. If the employee/sponsor fails to reimburse the district in a timely manner, the monies due will be submitted to the district through payroll deduction. Employees are responsible for returning an itemized statement from the hotel to the business office within 3 days of return.

Students traveling will be expected to share rooms up to a maximum of 4 students per room. A rooming roster will be required prior to making the reservations. The Superintendent's office must be notified of any cancellations one week prior to the event. If the employee fails to notify the office of the cancellation and the district is charged for the room, the employee will reimburse the district for the entire cost of the room. The Superintendent has the authority to waive the charge in extreme emergency situations. At no time will the district incur the cost of a room for non-school personnel.

Meals: Student meals will be furnished by the school when the event attended is more than 40 miles from the district, **unless deemed necessary by central office administration.** The sponsor will submit a purchase requisition for the meals made out to VISA. If student travel is extra-curricular related, the employee/sponsor will be responsible for obtaining a school credit card and a sales tax exemption form from the Administrative Assistant to be used to charge the student meals only. A meal roster signed by each student will be required upon return of all itemized receipts. Receipts for all student meals will be returned no less than 3 business days after the event. Failure to return receipts will result in the sponsor reimbursing the district the amount of the requisition. Student meal rates are \$8 for lunch, \$8 for dinner or \$29 a day for overnight trips. Sponsors should follow the employee travel guidelines and report meals for overnight trips according to procedures. **Sales tax reimbursement is allowed for student meals only; however, gratuities are the responsibility of the traveler.** Extra-curricular coach/sponsor meals will be reimbursed if traveling with students. Only one purchase requisition is required for the travel that should clearly state the number of students and number of coaches/sponsors in attendance. During post-season, coach/sponsor and student meals will be purchased by the district if participating in extra-curricular activities.

If an extra-curricular employee/sponsor fails to follow the new credit card procedures as they relate to student meals, he/she forfeits the right to obtain a credit card and will need to either ask for student meal reimbursement or a school check.

For further information contact: Director of Finance

Adopted: 5/8/18

Amended: 5/8/18, 9/2019, 11/2019