



San Benito Consolidated Independent School District

Subject: 2011-2012 Travel Procedures

Criteria

In order for travel to be eligible for appropriation, it should be:

- A. Necessary or mandated by federal, state or local laws (The term necessary in this context is defined to be a requirement for the achievement of a district goal or objective.)
 - B. Eligible for appropriation and
 - C. Adequately approved through the SBCISD travel authorization levels and the Travel Request form has been submitted and signed.
 - D. In-state and out-of-state travel must be reflected in the campus or department needs assessment and the campus or district improvement plan.
 - E. Conference brochure or flyer is required as supporting documentation.
 - F. Incomplete forms will not be processed and will be returned to the originator.
1. Ensure that funds are available prior to authorizing travel. Supervisors have the discretion to limit travel reimbursements in order to meet budgetary restrictions.
 2. Ensure that the individual traveling is informed of this policy or reductions of the maximum reimbursement rates stated in this policy by the approving authority.

Authorized Mode of Transportation

1. Travelers are required to use the shortest and most economical route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection.

Costs to be considered are:

- a. The difference between the T.E.A approved mileage reimbursement rate per mile, the cheapest air fare and/ or car rental.
- 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. Other charges not listed above.

2. 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.

Transportation Reimbursement

Air Fare

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 staff member is requesting reimbursement for the lowest possible air fare. Receipts must be attached to the voucher in order for the traveler to receive reimbursement for this expenditure.

Baggage

Accounts Payable will reimburse the traveler for the first checked bag if a fee was assessed. Any additional bags will be at the traveler's expense and no reimbursement will be made.

Parking

Valet Parking will only be reimbursed if self parking is not available.

Private Automobile

1. Mileage reimbursement must be approved by the immediate supervisor prior to using your personal automobile to ensure budget availability and necessity for the travel. Mileage will be reimbursed on a point to point itemization of miles using online service such as MapQuest or other mapping service (only the first page is required as long as it shows the total mileage; do not include maps or detailed driving instructions).
2. The maximum mileage reimbursement rate for use of privately-owned automobiles is set by the Texas Comptroller of Public Accounts which is currently \$0.555.
3. **Travel Reimbursement requests MUST be received monthly or quarterly for reimbursement. Requests received after this date will be denied.**
4. If an employee carpooled with another employee, this must be notated in the notes section of the purchase order.
5. If several employees are attending 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. (Ex: One person attending function, full mileage reimbursed; 2 employees attending function in separate vehicles, total mileage divided by 2).
6. Any employee or individual with an approved travel request will be allowed to reserve rooms at the Conference Host Hotel. No car rental will be permitted if the individual is staying at the Host Hotel.

Rentals

1. Reimbursements for taxi fares are authorized at actual costs in conjunction with the use of public transportation. Receipts are required for all fares.
2. 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 charges and car rentals will be paid for official transportation only.
3. The rental contract should be in the name of the San Benito Consolidated Independent School District not the employee's name.
4. The only insurance needed when the vehicle is picked up is the Loss Damage Waiver or Collision Loss Damage Waiver. Generally this coverage prevents the rental company from collecting from the school.
5. If car rental is upgraded without prior approval, employee is responsible for payment.
6. Vehicle Rental must be returned with a full tank of gas, if the district is charged by the rental company for gasoline the employee will be required to reimburse the district.
7. Mileage for personal travel is not authorized or payable.
8. 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.

School Van

1. Van is to be used to transport employees only. NO STUDENTS
2. Request to use the van must be received in the Superintendent's office fourteen (14) days prior to the requested date. Request must include the following:
 - a. Names of proposed driver(s)
 - b. Photocopies of drivers licenses and proof of insurance
3. Cost of the van will be billed to your budget account at the current board approved rate (currently \$.555 per mile).
4. Arrangement to Pick-up/Drop off the van must be coordinated with the transportation department/CATE Department and the Police Department. This is necessary to access the van after hours and on weekends.
5. All private cars will need to be parked in the student parking lot.
6. Please return with a full tank of gasoline.

Meal Reimbursement

Copies or faxes of receipts will not be accepted.

When traveling **out of the Region One Area** for more than **six (6) hours**, a traveler is entitled to claim meals not exceeding the following rates:

Breakfast	\$ 10.00	(when departure is before 6:00 a.m. or return is after 8:00 a.m.)
Lunch	\$ 12.00	(when departure is before 11:00 a.m. or return is after 1:00 p.m.)
Dinner	\$ 14.00	(when departure is before 5:00 p.m. or return is after 7:00 p.m.)

Reimbursement for meals will not be made unless they are claimed by the traveler. If a meal is not claimed, that amount may be carried over to the next meal, but the total claimed may not exceed \$36.00 per day. The key phrase for meal reimbursement is "**out of the Region One Area for more than six (6) hours.**" The length of time out of district must be supported by a copy of a completed and approved "Request for/Report of Absence" form.

If a meal is included in the workshop, as part of your conference registration, reimbursement will not be allowed.

Teachers / Chaperones on school sponsored trips (within Region One) with students are only entitled to the \$6.00 daily student lunch allowance.

Lodging

Actual cost of lodging will be prepaid or reimbursed using the US General Services Administration Guideline Rate. The website is www.gsa.gov, (per Diem rates), type in the city and state where the conference is being held. The amount stated will be the approved amount to be paid by the district. No receipt, no reimbursement. The maximum lodging rate for cities and counties not specially listed in the federal domestic maximum per diem rate is \$77.00. State taxes will not be reimbursed as employees should be presenting a **Texas Hotel Occupancy Tax Exemption Certificate** at the time of check in. Personal phone calls are not a reimbursable expense. **Note: Travel Reimbursement from federal funds may not exceed rates set by local policy.**

Other Reimbursable Expenditures for SBCISD Employees

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. Dues are considered personal expenses and, therefore, will not be reimbursed by the district.

Student Travel Reimbursements (includes Extra-Curricular and Athletics)

Student meals will be reimbursed based on actual receipts at amounts not to exceed the following rates: Breakfast - \$6.00; Lunch - \$6.00; Dinner - \$6.00. When **overnight travel** is required the following rates shall be used: Breakfast - \$6.00; Lunch - \$7.00; Dinner - \$8.00 for a total daily rate of \$21.00.

Reimbursement of Other Student Expenses

1. Lodging - The student claiming the expense will be reimbursed. The maximum hotel rate is \$85.00 per night.
2. Registration - The student claiming the expense will be reimbursed stated on the receipt submitted with the claim.

Board Member Reimbursements

Board members will be reimbursed in the same manner as employees.

How to Claim Allowable Travel Expenditures

A traveler must submit an approved copy of the Travel Request Form and a completed Travel Expense Report Form to the Business Office before reimbursement can be made. A Purchase Order must be attached to the Travel Expense Form for "Balance Due."

Travel Advances

Advances can be requested for Registration & Hotel expenses by preparing a purchase order which details the registration and lodging. A copy of the completed and approved "Request for/Report of Absence" form must be attached to the purchase order.

All travel and other requests requiring receipts must be reconciled within 5 working days upon return from travel with all required signatures. The agenda distributed during the training/meeting/conference shall be attached. Any monies owed to the district must be refunded immediately.

Travel Within Region One Area (Including In-District)

1. Reimbursement will be made for mileage for travel within the Region One area as approved by the Superintendent or designee at the T.E.A. approved mileage reimbursement rate per mile. No reimbursement will be made for meals incurred while traveling within Region One.
2. Each trip must be logged on the appropriate form and a copy of the MapQuest printout attached to the reimbursement request.

Out of State Travel

Reimbursement will be made in accordance with the current TEA "Out of State Travel Rate Plan. Please access the Texas Comptroller's web site (<http://window.state.tx.us/comptrol>). Receipts must be turned in to the Business Office upon returning to the district.

Payments for alcoholic beverages or tips with District Funds are not allowed.

For further information contact: Superintendent of Schools at 361-6110 or Business Manager at 361-6168.