

Section B - Travel

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TRAVEL POLICIES

General

The following travel policies shall apply to all individuals traveling on behalf of the McAllen Independent School District. Different travel policies may be imposed on certain Employees based on the type of trip or on the funding source of the trip (i.e., various contracts and grants awarded to the District.)

For individuals traveling using a federal grant or any other fund that limits the reimbursement amount, the allowable amount of the grant or fund will supersede any amounts contained in this procedure. See 2018-19 Grant Management Procedures Handbook, Travel Guidelines.

ANY EXCEPTIONS TO TRAVEL PROCEDURES MUST BE APPROVED BY THE SUPERINTENDENT OR HIS/HER DESIGNEE.

Board Policy DEE Local – Compensation and Benefits Expense Reimbursement

PRIOR APPROVAL REQUIRED An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor and in accordance with administrative regulations.

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

Board Policy FMG Local – Student Activities Travel

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 or designee.

OUT-OF-STATE TRIPS Any out-of-state trips taken by student organizations or other student groups shall require approval from the Superintendent or designee.

OUT-OF-COUNTRY TRIPS (OR ALASKA OR HAWAII) Any trips beyond the contiguous 48 states shall require approval from the Board.

Eligibility

1. The Principal or Department Head/Supervisor or his/her designee determine the eligibility of individuals to travel on official school business.
2. Para-professional/Hourly Employees may travel for staff development within the Region One Area.
 - Local in-service training should be utilized as a first choice.
 - Out of Region One travel should be conducted within the work week/hours in order to avoid overtime. The work week begins on Saturday and ends on Friday.
 - Out of Region One training should be approved in advance by the appropriate Principal or Department Head/Supervisor.

Policy for Travel Approval

1. For the State of Texas travel, McAllen ISD Local policy on travel reimbursement is more restrictive than State Policy and the new requirements on Education Department General Administrative Regulations (EDGAR), therefore we are required to follow McAllen ISD Local Policy.
2. The signature of the appropriate Principal or Department Head/Supervisor and the Director of the funding source (if applicable) on the Travel Advance/Reimbursement Requisition Form signifies an approval for the trip requested.
3. Travel expenses shall be paid only from the fund authorized or appropriated for travel.
4. Personnel with an approved travel budget should avoid expenditures over budgeted amounts. If an increase in budget is needed, please submit a budget Amendment/Transfer to the Business Office with ample time to avoid unnecessary delay in travel reimbursement payments.
5. Maximum allowable limits for travel reimbursements are permitted. These arrangements should be made between the person traveling and their supervisor.
6. Deviations from the Accounting Procedures Manual Travel Policies must have a separate approval.
 - A memo is required indicating the reason for the deviation.
 - The approval for any reimbursement resulting from a deviation should be done by the appropriate Principal or Department Head/Supervisor and the corresponding Assistant Superintendent.

District Play-Off Games

1. Teams reaching district level play-offs should contact the Business Office for a determination of allowable and unallowable expenditures. For example: players, cheerleaders, sponsors and any other individuals requesting district funds to travel to these types of events, are required to obtain prior approval from the Business Office.

End of the Fiscal Year Travel Advances

1. Travel expenses such as registration (early registration deadlines do not apply), airfare, hotel, etc. that are required to be paid in the current fiscal year for travel taking place in the next fiscal year, can be paid in advance through a prepaid account **1410**. The actual expense account number must be entered on the Purchase Order as part of the description. Accounting will process a Journal Entry expensing the account listed on the description of the PO out of next fiscal year's budget.

R**Travel Card**

1. It is recommended a travel card be used in lieu of a check for travel related expenses. The purpose of the travel card program is to establish a more efficient, cost-effective method of disbursing travel funds. The travel card can be used, subject to the Travel Card Guidelines, with any travel-related merchant that accepts MasterCard as a form of payment. Please refer to Section C for more information on Travel cards.

STUDENT TRAVEL

PROCEDURES FOR COMPLETING A TRAVEL ADVANCE/REIMBURSEMENT REQUISITION FORM

The following information will assist with the completion of the Travel Advance/Reimbursement Requisition form for a Student related travel.

General Information

1. The Travel Advance/Reimbursement Requisition form consists of three parts: a white, yellow and a pink copy. All three (3) copies will be submitted to the Accounting Department when asking for a travel advance.

The Travel Advance/Reimbursement Requisition form will serve the following functions:

- Will provide the required information for online entry by Accounting Department.
 - Will be used as a reconciliation document for advances against actual expenses for all travel.
 - Will serve as a document that contains references to all expenses associated with the travel.
 - Once the Accounting Department receives the yellow copy of the Travel Advance/Reimbursement Requisition form, the travel will be considered complete unless additional documentation is required.
2. One Travel Advance/Reimbursement Requisition form must be prepared and completed by the Sponsor (Employee) per trip and approved in advance by the Principal or Department Head/Supervisor. The Sponsor (Employee) listed on the Travel Advance/Reimbursement Requisition form is responsible for obtaining and submitting all required documentation including a list of Students, Employees and Non-Employees attending.
 3. Students traveling must be accompanied by either Employees, Sponsors or Parents. If the Student travels with a Non-Employee (Sponsor, Parent, etc.) the Travel Advance/Reimbursement Requisition form has to be completed by a Sponsor (Employee) and approved in advance by the Principal or Department Head/Supervisor. The Sponsor (Employee) listed on the Travel Advance/Reimbursement Requisition form is responsible for obtaining and submitting all required documentation.
 4. If travel includes Students/Employees/Non-Employees from different Campuses and they are sharing certain expenses, the PO must include a list with the name of the Student/Employee/Non-Employee and Campus and corresponding account number for all individuals who are sharing expenses. The account number(s) must reflect proper coding for each member in the group.
 5. When a trip is funded by more than one source the Department/Campus originating the trip is responsible to collect all information including PO's and submit to Accounting as a complete travel.

Example: Travel related to an Athletic event with additional funding provided by Campus Activity, Athletics will request PO's from Secretary/Bookkeeper handling Campus Activity and submit the completed travel forms with all necessary PO's together as a package to Accounting. Campuses **should not** send PO's related to a joined travel directly to Accounting.

6. For cancelled trips, a memo must accompany the Travel Advance/Reimbursement Requisition form indicating the reason for cancellation. The Sponsor (Employee) is responsible to notify his/her Secretary/Bookkeeper to cancel on time. Secretary/Bookkeeper is responsible to request reimbursement from vendors in which payment was advanced. (Registration, hotel, etc.)

Note: The yellow copy of the Travel Advance/Reimbursement Requisition form must be submitted to Accounting even if no additional monies are being requested.

7. **Please complete the following required information on the Travel Advance/Reimbursement Requisition form:**

- Indicate who Accounting is to CALL FOR QUESTIONS and the EXTENSION.
- Name of individual traveling. Last name, first name. Do not use nicknames or abbreviations.
- Purpose of trip.
- Trip location.
- Departure and return dates.
- Departure and return times. These times are the actual times of departure and return to campus/home.

Meals

1. Meals for Students, Employees, and Non-Employees (Parents and Sponsors) are advanced when the travel is associated with Students.
2. The Travel Advance/Reimbursement Requisition form must include a list of Students, Employees and Non-Employees attending and receiving a meal advancement.
3. Accounting will review meal advancements and will make any adjustments deemed necessary.
4. If certain foods may not be consumed due to health reasons, notify the Sponsor (Employee) so that a meal modification may be arranged.
5. The following guidelines will be used to determine meal entitlement:
 - To claim breakfast – the travelers must depart prior to 6:00 a.m. For return trip the travelers must arrive after 6:00 a.m.
 - To claim lunch – the travelers must depart prior to 12:00 p.m. For return trip the travelers must arrive after 12:00 p.m.
 - To claim dinner – the travelers must depart prior to 7:00 p.m. For return trip the travelers must arrive after 7:00 p.m.

6. In-State Day Trips/Overnight Travel

All travelers will receive a maximum meal advancement of \$7.00 in Region One area or \$8.00 outside the Region One area for each meal (calculated on a per trip basis).

Note: Region One Area includes the following counties: Cameron County, Hidalgo County, Jim Hogg County, Starr County, Webb County, Willacy County, and Zapata County. (Source: <http://www.esc1.net/domain/3>).hot

7. Meals provided by outside sources (i.e. hot breakfast from hotel, booster clubs, etc.) cannot be claimed from the District.
8. Meal expenses must be consistent for the entire trip/event. Sponsor (Employee) may not choose to distribute meal advancement monies for some meals and pay as a group for other meals.
9. If the meal advancement is distributed, Students, Employees and Non-Employees are required to sign their name and amount received for all meals on the Student/Sponsor Meal Advancement Form.
10. If the meal advancement is used to eat at an establishment as a group, itemized receipts are required along with a roster(s). For State travel The Texas Sales and Use Tax Exemption Certificate must be presented to the establishment to avoid taxes being charged.

NOTE: For State travel taxes must be deducted from the itemized receipt amount. For Out of State travel taxes are allowed. If the receipt includes an alcoholic beverage or a beverage that appears to be alcoholic in nature, the whole receipt will be voided and will not be used, therefore those monies must be returned. Tips are unallowable but Gratuities for services rendered related to meals involving large groups are allowed when the gratuity is **automatically** assessed by the establishment on the original itemized receipt.

10. Out of State Travel

The following guidelines will be used to determine the maximum meal rate for all travelers:

- The maximum meal rate advancement will be \$46.00 per day.
- The maximum daily meal advancement rate for the first and last calendar day of travel will be calculated at 75% of \$46.00 = \$34.50.
- Meals provided in the registration fee or hotel will not be advanced. Those meals will be **reduced** from your maximum daily meal rate as follows:

\$11.00 for Breakfast, \$12.00 for Lunch and \$23.00 for Dinner.

For the first and last calendar day of travel, the meals will be reduced from the maximum daily meal rate as follows:

\$8.25 for Breakfast, \$9.00 for Lunch and \$17.25 for Dinner.

Actual itemized receipts are required to be submitted after the trip. Alcoholic beverages and tips are not allowable. If the receipt includes an alcoholic beverage or a beverage that appears to be alcoholic in nature, the whole receipt will be voided and will not be used, therefore those monies must be returned. Tips are unallowable but Gratuities for services rendered related to meals involving large groups are allowed when the gratuity is **automatically** assessed by the establishment on the original itemized receipt. Meal advancements cannot exceed \$46.00 per day.

11. Object code **6412** is to be used for Students. Object code **6411** is to be used for Sponsors (Employees), Object code **6419** is to be used for Non-Employees (Sponsors, Parents, etc.)
 - Enter the total number of meals that each Student/Employee/Non-Employees is receiving in the corresponding boxes.
 - Enter the total number of Students/Employees/Non-Employees.
 - Multiply the (\$) dollar amount (x) times the number of meals (x) times the number of Students/Employees/Non-Employees.
 - Enter the grand total amount in the advance column.
12. **Any residual monies must be submitted to the Accounting Department or Campus within 3 business days of completion of the travel.**

Registration

1. Registration/entry fees will be advanced for all travelers. Registration form(s), entry fee form(s), brochure, flyer, agenda or registration confirmation receipts are required to be submitted along with the Travel Advance/Reimbursement Requisition form for payment. Documentation must show the fee amount, location, dates and times of the event, and any meals or other expenses that are provided.

NOTE: Recreational or social events subject to an additional fee, above and beyond the registration fee, will not be allowed with Grant funds.

2. **If Accounting will be mailing the check for registration/entry fees directly to the vendor, two copies of the registration/entry form must accompany the Travel Advance/Reimbursement Requisition form.**
3. Object code **6412** is to be used for Students. Object code **6411** is to be used for Sponsors (Employees), Object code **6419** is to be used for Non-Employees (Sponsors, Parents, etc.)
 - Enter the name of the vendor for registration.
 - Enter the amount of registration for each Student/Employee/Non-Employee.
 - Enter the total number of Students/Employees/Non-Employees.
 - Multiply the registration fee per Student/Employee/Non-Employee (x) total number of Students/Employees/Non-Employees.
 - Enter the grand total in the advance column.

In State and Out of State Hotel

1. In State and Out of State hotel expenses will be advanced for all travelers with a credit card or check made payable to the hotel up to the rate established by the Federal Rate Schedule for each locality plus allowable taxes per person per night. The advance amount will be based on a quote (including room rate and all applicable taxes) from the hotel obtained by the Sponsor (Employee) responsible for the travel.
2. For lodging in the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be submitted to the hotel upon arrival. Failure to do so will result in taxes being charged. The **Texas Hotel Occupancy Tax** is the **State Tax** from which school districts are exempt, in addition the hotel also charges the **Texas State Sales Tax** on parking; **the District will not pay or reimburse on these taxes.**
3. Online third party sites (i.e. Expedia, Travelocity, etc.) should not be used due to the fact they are unable to provide itemized receipts. These sites will not exempt State tax and the District will not pay or reimburse on these taxes.
4. Planning is required to ensure that hotel vendors are established through SunGard. Hotel advances submitted with incomplete information (inactive vendor, without proper quote, etc.) will be returned for corrections.
5. Only same genders are allowed to share a hotel room. Exceptions must be explained on a memo approved by the corresponding Assistant Superintendent.
6. Please refer to the U.S. General Service Administration (GSA) website to obtain the rates established by the Federal Rate Schedule for each locality:
<http://www.gsa.gov/portal/content/104877>
 - Select the State to which the travelers will be traveling and then locate the City or the County if the City does not appear on the list.
 - If neither the City nor the County is listed, the Standard Rate will be used.
 - Hotel rate will be calculated up to the maximum per locality plus allowable taxes.
 - A printed copy of the Federal Rate Schedule is required for reimbursement with the City or County highlighted.
6. Always search for the best hotel rate available. Select the hotel hosting the conference/event or a hotel nearby with a rate less than the conference/event host hotel. A travel agency should not be used unless this is the cheapest route to go.
7. When traveling as a group, inquire about reserving a block of rooms. Most of the time you will get these rooms at a cheaper rate.
8. Hotel expenses which exceed the Federal Rate Schedule must be approved on the requisition by the Administrator responsible for that budget prior to traveling and before submitting Travel Advance/Reimbursement Requisition form to the Accounting Department. Hotel expenses exceeding the maximum allowable rate established by the Federal Rate Schedule for the locality should be entered on the requisition as two separate line items.

Example for a hotel in Texas at a rate of \$93.00/night plus 9% city tax with a Maximum Federal Rate of \$89.00 plus 9% city tax:

Line one – \$89.00 plus 9% city tax	\$97.01	Line
two – Overage of \$4.00 plus 9% city tax	\$4.36	Requisition
Total	\$101.37	

Example for a hotel in Los Angeles, CA at a rate of \$157.00/night plus 15% tax with a Maximum Federal Rate of \$150.00 plus taxes:

Line one – \$150.00 plus 15% tax	\$172.50	Line
two – Overage of \$7.00 plus 15% tax	\$8.05	Requisition Total
	\$180.55	

9. **Grants:** Hotel expenses paid from special revenue funds (2xx, 3xx, 4xx) will be advanced at the rate established by the Federal Rate Schedule for each locality plus allowable taxes per person per night. Hotel expenses which will exceed these rates require approval at requisition entry and prior to the trip by the Administrator responsible for that budget and must be paid out of a local fund (1xx).

Hotel expenses exceeding the maximum allowable rate established by the Federal Rate Schedule for the locality must be entered on the requisition as two separate line items. One to be paid by special revenue fund and the second to be paid out of a local fund.

Example for a hotel in Texas at a rate of \$105.00/night plus 9% city tax paid with a special revenue fund with a Maximum Federal Rate of \$89.00 plus 9% city tax:

Line one – \$89.00 plus 9% city tax	\$97.01	Special Revenue fund.
Line two – Overage of \$16.00 plus 9% city tax	\$17.44	Local fund.
Requisition Total	\$114.45	

10. **Original itemized receipts are required to be submitted along with the yellow copy of the Travel Advance/Reimbursement Requisition form upon completion of travel.**
11. Object code **6412** is to be used for Students. Object code **6411** is to be used for Sponsors (Employees), Object code **6419** is to be used for Non-Employees (Sponsors, Parents, etc.)
- Enter the name of the vendor for hotel.
 - Enter the rate amount including allowable taxes of hotel for each room for Student/Employee/Non-Employee.
 - Enter the total number of rooms for Students/Employees/Non-Employees.
 - Enter the total number of nights for Students/Employees/Non-Employees.
 - Multiply the hotel rate amount including allowable taxes per Student/Employee/Non-Employee room (x) number of rooms (x) number of nights.
 - Enter the grand total in the advance column.

Mode of Travel

1. Personnel traveling on official school district business must select the most economical and reasonable mode of transportation available to achieve maximum savings and efficiency.
2. Employees are strictly prohibited from transporting Students using their personal vehicles.
3. **Air Travel**
 - a. Airfare will be advanced for all travelers. Airfare may not exceed the average coach fare. Airfare fees beyond coach fare (i.e. choice of seating fee) are unallowable. First-class airfare may be allowed only if it was the only available seating or for a disabled Employee, if medically necessary.
 - b. A list of approved Travel Agency Vendors can be found through the following web site:
<http://mws.mcallenisd.net/purchasing/>
 - Under the “Purchasing Services Resources” heading, select “Awarded Vendors by Category”
 - Under the “Awarded/Approved Vendors” heading, select “Travel Services”
 - Under the “Travel Services” heading select “Travel Agency Services”
 - c. Any deviation from these vendors must be approved by the Purchasing Director.
 - d. When purchasing airline tickets, staff is encouraged to purchase an e-ticket rather than a paper ticket. An additional fee is generally assessed when requesting a paper ticket. An e-ticket will allow for changes easier and faster on flight arrangements.
 - e. Airline tickets purchased from non-awarded vendors (internet vendors) must be at a lower rate than the approved travel agency vendors.
 - f. If non-awarded vendors are utilized, it is the responsibility of the Sponsor (Employee) to obtain quotes from all awarded vendors. Approval of the Purchasing Director or his/her designee must be obtained prior to the trip and before payments can be processed.
 - g. **Original itinerary of airline ticket is required to be submitted along with the Travel Advance/Reimbursement Requisition.** For E-ticket airfare a printout can be submitted in lieu of an original receipt. E-ticket printouts must include the detail of any applicable taxes in order to be eligible for reimbursement.

- h. Object code **6412** is to be used for Students. Object code **6411** is to be used for Sponsors (Employees), Object code **6419** is to be used for Non-Employees (Sponsors, Parents, etc.)
- Enter the name of the vendor for Air travel.
 - Enter the amount of Air travel fee for each Student/Employee/Non-Employee.
 - Enter the total number of Students/Employees/Non-Employees.
 - Multiply the Air travel fee per Student/Employee/Non-Employee (x) the number of Students/Employees/Non-Employees.
 - Enter the grand total in the advance column.

4. **Car Rental**

- a. When renting a vehicle for school business, Physical Damage Insurance also referred to as Loss Damage Waiver or Comprehensive Damage insurance needs to be purchased. It is important for all Employees who will be driving the vehicle be placed on the physical damage insurance list with the rental agency. District policy only covers liability insurance on a rental vehicle.
- b. Personal injury/accident protection, roadside assistance, uninsured motorist coverage, and medical payment coverage is not reimbursed by the District.
- c. Approved vehicle rental vendors can be found through the following web site:
<http://mws.mcallenisd.net/purchasing/>
- Under the “Purchasing Services Resources” heading, select “Awarded Vendors by Category”
 - Under the “Awarded/Approved Vendors” heading, select “Travel Services”

Enterprise Rent-A-Car AVIS

- d. If non-awarded vendors are utilized, it is the responsibility of the Sponsor (Employee) to obtain quotes from all awarded vendors and approval of the Purchasing Director or his/her designee prior to reserving the vehicle. Not all vehicle rental agencies accept the **Motor Vehicle Rental Tax Exemption Certificate**. Therefore, verify that the vehicle rental agency selected will honor the Motor Vehicle Rental Tax Exemption Certificate prior to traveling. Accounting will not reimburse unauthorized taxes.
- e. The rental agreement must be obtained at the time of rental and attached to the Travel Advance/Reimbursement Requisition form.
- f. If Students are transported in passenger vans, the driver must ensure that the number of passengers in the vehicle does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt as required by applicable law. If 10 or more Students are to be transported, a school bus must be requisitioned. School districts are not allowed to rent/use 12 or 15 passenger vans, to transport Students, Non-Employees or Staff due to safety advisories and insurance coverage exclusions.

- g. For further information, on requisitioning a school bus or insurance coverage, contact the Director of Transportation or the Director of Employee Benefits, Safety & Risk Management, respectively.
 - h. Due to the increased liability of an at-fault vehicle accident, the District prohibits the use of a personal vehicle to transport Students. The District does not carry auto liability insurance or physical damage insurance for Employee owned vehicles. If a district Employee has a vehicle accident, the Employee's vehicle insurance policy will be primary and must respond.
 - i. To ensure all liability issues have been addressed, whether renting a vehicle or utilizing a personal vehicle to transport Students, contact the Employee Benefits, Safety & Risk Management department at 618-7380.
 - j. **Do not select the Prepaid Fuel Option from the rental agency at the time of reservation.**
 - k. Vehicles must be filled up with gasoline prior to returning the vehicle to the vehicle rental agency. If the vehicle rental agency must fuel the vehicle, the individual who rented the vehicle will reimburse MISD the difference between the vehicle rental gas rate and the market gas rate.
 - l. If the traveler is renting a vehicle, the traveler cannot claim mileage.
 - m. For travel associated with Students the complete amount of the Car Rental can be charged to object code **6412**.
 - Enter the name of the vendor for the rental agency.
 - Enter the rental amount in the actual and reimbursement columns.
5. **Gasoline**
- a. Employees can request gasoline monies in advance when the travel is associated with Students. To estimate the dollar amount to advance, use the following formula:
Total roundtrip miles divided by 25 (estimated # of miles per gallon) multiplied by approximate cost per gallon.
For example, 600 round trip miles/25=24 gallons x \$3.00=\$72
 - b. **Original itemized cash register receipts are required for gasoline purchases.**
 - c. If monies are advanced for gasoline purchases and original itemized receipts are not submitted to Accounting, reimbursement to the account must be made by the individual who traveled or through the Activity fund if allowable.
 - d. Prepaid Gas Cards purchased are only reimbursable based on original itemized receipts which must detail gallons purchased, fuel cost, date, etc. See "Gas Receipts" sample.
 - e. Employees cannot request gasoline reimbursement if they are requesting mileage reimbursement.

- f. For travel associated with Students the complete amount for Gasoline can be charged to object code **6412**.
- Enter the gasoline amount in the advance column.
 - Enter the gasoline amount in the actual and reimbursement columns for Employee travel.

Gas Receipts (Sample)

Non itemized pre-paid gas receipts are unallowable.

Original itemized cash register receipts which must detail gallons purchased, fuel cost, date, etc. are required for gasoline purchases and reimbursements.

**Pre-paid
Unallowable Gas Receipt
Non itemized**

WELCOME TO SHELL		
SHELL	27 540 608307	
1230 E AIRPORT FRWY	81T0030	
IRVING TX 75060		
Descr.	qty	amount
Prepay CAR08		20.00
	Sub Total	20.00
	Tax	0.00
	TOTAL	20.00
	CASH \$	20.00
SHELL V-POWER+OUR MOST ADVANCED FUEL EVER.		
REG# 0002 CSH# 002 DR# 01	TRAN# 25725	
03/04/07 13:10:55	ST# AB123	

**Pre-paid
Allowable Gas Receipt
Itemized**

WELCOME TO SHELL		
SHELL	27 540 608307	
1230 E AIRPORT FRWY	81T0030	
IRVING TX 75060		
Descr.	qty	amount
UNLE GA #08	8.0116	18.90
	@ 2.359/ G	
Prepay Fuel		-20.00
	Sub Total	-1.10
	Tax	0.00
	TOTAL	-1.10
	CASH \$	-1.10
SHELL V-POWER+OUR MOST ADVANCED FUEL EVER.		
REG# 0002 CSH# 002 DR# 01	TRAN# 25728	
03/04/07 13:13:29	ST# AB123	

Other Expenses

1. List any additional expenses on the space provided on the Travel Advance/Reimbursement Requisition form. Original itemized receipts are required to be submitted along with the yellow & pink copies of the Travel Advance/Reimbursement Requisition form upon completion of travel.
2. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
 - Enter the other expenses amount in the advance column.

Other Allowable Expenses for student travel

The following expenditures will be considered for advancement or reimbursement by the District:

1. Airfare.
2. Airport Parking-Short/long term parking will be advanced/reimbursed based on the most economical parking available. Original itemized receipts are required
3. Automobile Rental with Physical Damage Insurance.
4. Baggage Fee – Only first bag cost per round trip. Original itemized receipts are required.
5. Gratuity for services rendered related to meals involving large groups when the gratuity is automatically accessed by the establishment on the original itemized receipt.
6. Hotel fees and taxes - Maximum rate established by the Federal Rate Schedule for each locality. Hotel fees and taxes other than the Hotel Occupancy tax (state tax) and Texas State tax on parking.
7. Hotel Parking-Only Self-Parking fee will be advanced/reimbursed. Valet Parking Fee is unallowable unless properly explained and approved. For the State of Texas the hotel also charges the **Texas State Sales Tax** on parking, **the District will not pay or reimburse on this tax.** Original itemized receipts are required
8. Itemized pre-paid gas receipts- Original itemized cash register receipts which detail gallons purchased, fuel cost, date, etc. are required for gasoline reimbursements.
9. Local Transportation- The most economical mode of travel costs such as shuttle, taxis, and buses will be advanced/reimbursed.
If accommodations are made at the hotel where the conference is being held, only receipts to and from the Airport will be advanced/reimbursed. Car Rental is unallowable if conference is held at registered hotel. Original itemized receipts are required.
10. Meals
11. Membership fees and dues issued in the name of the campus or department.
12. Reimbursement to Employees for mileage will be allowed for the following:
 - Campus Non-Administrative Professional and Para-Professional staff traveling within/outside MISD District Area.
 - Coaching staff following their corresponding team outside MISD District Area for events beyond regular season (i.e. playoffs, regionals, state

Unallowable Expenses for student travel

The following expenditures will not be considered for advancement or reimbursement by the District:

1. Alcoholic beverages – Entire receipt will be unallowable.
2. Baggage Fee – Additional bags or overweight bag fee.
3. In room movies.
4. Internet charges, unless properly explained and approved.
5. Lobbying Expenditures/Legislative Day.
6. Non-itemized pre-paid gas receipts.
7. Texas State Sales Taxes on parking, meals, hotel, etc.
8. Room service.
9. Telephone calls, local or long distance, unless properly explained and approved.
10. Tips for services rendered.
11. Traffic citations.
12. Travel insurance on airline tickets/car rentals.
13. Valet Parking Fee, unless properly explained and approved.
14. Students traveling unaccompanied by either school staff, sponsors or parents.
15. Transport Students in a personal vehicle.
16. Donations.
17. Airfare fees beyond coach fare fees (i.e. choice of seating fee)

STUDENT/SPONSOR MEAL ADVANCEMENT FORM

DEPARTURE DATE: _____ RETURN DATE: _____

DEPARTURE TIME: _____ RETURN TIME: _____

DESTINATION: _____

STUDENT NAME	BREAKFAST \$	LUNCH \$	DINNER \$	TOTAL \$	*STUDENT SIGNATURE OBJECT CODE # 6412
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
GRAND TOTAL	\$	\$	\$	\$	
EMPLOYEE/SPONSOR NAME	BREAKFAST \$	LUNCH \$	DINNER \$	TOTAL \$	*SPONSOR SIGNATURE OBJECT CODE # 6411
1					
2					
3					
4					
5					
GRAND TOTAL	\$	\$	\$	\$	
NON EMPLOYEE/SPONSOR NAME	BREAKFAST \$	LUNCH \$	DINNER \$	TOTAL \$	*NON EMPLOYEE SIGNATURE OBJECT CODE # 6419
1					
2					
3					
4					
GRAND TOTAL					

*I certify my meal reimbursement request is for actual amounts spent up to the maximum allowable.
If necessary, Accounting is authorized to make adjustments.

EMPLOYEE/ NON-EMPLOYEE TRAVEL

PROCEDURES FOR COMPLETING A TRAVEL ADVANCE/REIMBURSEMENT REQUISITION FORM

The following information will assist with the completion of the Travel Advance/Reimbursement Requisition form for Employee/Non-Employee travel.

General Information

1. The Travel Advance/Reimbursement Requisition form consists of three parts: a white, yellow and a pink copy. All three (3) copies will be submitted to the Accounting Department when asking for a travel advance.

The Travel Advance/Reimbursement Requisition form will serve the following functions:

- Will provide the required information for online entry by Accounting Department.
- Will be used as a reconciliation document for advances against actual expenses for all travel.
- Will serve as a document that contains references to all expenses associated with the travel.
- Once the Accounting Department receives the yellow copy of the Travel Advance/Reimbursement Requisition form, the travel will be considered complete unless additional documentation is required.

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2. One Travel Advance/Reimbursement Requisition form must be prepared per trip, per Employee. Travel Advance/Reimbursement Requisition form must be completed by the traveler and approved in advance by the Principal or Department Head/Supervisor. Out of state and International travel must be approved by the Executive Leadership Team(ELT). If ELT approves the travel then the respective Assistant/Associate Superintendent must sign the travel requisition form. Associate/Assistant Superintendent travel must be approved by the Superintendent. The employee traveling cannot approve his/her own Travel Advance/Reimbursement Requisition form.
 3. For Non-Employee travel (except Board Members), the Employee listed on the Travel Advance/Reimbursement Requisition form is responsible for obtaining and submitting all required documentation and approvals.
 4. One Travel Advance/Reimbursement Requisition form may be submitted for a group that has the same Principal or Department Head/Supervisor when the registration fee is the only expense incurred and requested for payment/reimbursement. The Purchase Order must reflect proper account number(s) coding for each member in the group.
 5. A Travel Advance/Reimbursement Requisition form is required for all staff development sessions conducted externally (i.e. Region One) when there is a registration fee or incidental expenses.
 6. A Travel Advance/Reimbursement Requisition form is not required when attending meetings for which no fees/incidentals will be paid.

7. If travel includes Employees/Non-Employees from different Campuses/Departments and with different position/title that are sharing certain expenses, the Employee that incurred the expenses will be the one requesting reimbursement. The PO must include a list with the name, position/title and Campus/Department of all individuals who are sharing expenses. The account number(s) must reflect proper coding for each member in the group.
8. Employees/Non-Employees traveling in a group must submit the Travel Advance/Reimbursement Requisition form for advances/reimbursements to Accounting as a group before any advance/reimbursement may occur. Accounting reviews group travel for consistency purposes.
9. If a group travel is being funded by more than one source the Department/Campus originating the trip is responsible to collect all information and to group all Travel Advance/Reimbursement Requisition forms before submitting to Accounting. Accounting reviews group travel for consistency purposes.

Example: Travel related to an Advanced Academics event with additional funding provided by State and Federal Programs, Advanced Academics will request PO's and Travel Advance/Reimbursement Requisition forms from Secretary/Bookkeeper from State and Federal Programs and submit the completed Travel Advance/Reimbursement Requisition forms with all necessary PO's together as a package to Accounting.

10. For cancelled trips, a memo must accompany the Travel Advance/Reimbursement Requisition form indicating the reason for cancellation. The traveler is responsible to notify his/her Secretary/Bookkeeper to cancel on time. Secretary/Bookkeeper is responsible to request reimbursement from vendors in which payment was advanced. (Registration, hotel, etc.)

Note: The yellow copy of the Travel Advance/Reimbursement Requisition form must be submitted to Accounting even if no additional monies are being requested.

11. **Please complete the following required information on the Travel Advance/Reimbursement Requisition form:**
 - Indicate who Accounting is to CALL FOR QUESTIONS and the EXTENSION.
 - Name of individual traveling. Last name, first name. Do not use nicknames or abbreviations.
 - Purpose of trip.
 - Trip location.
 - Departure and return dates.
 - Departure and return times. These times are the actual times of departure and return to campus/home.

Meals

- Meals are paid on a reimbursement basis for Employee travel. For Non-Employees (Parents) meals can be advanced.
- **In-State Travel**
 - a. For the State of Texas travel, McAllen ISD Local policy on travel reimbursement is more restrictive than State policy and the new requirements on Education Department General Administrative Regulations (EDGAR), therefore we are required to follow McAllen ISD Local policy.
 - b. The following guidelines will be used to determine the maximum meal rate for Employees and Non-Employees:
 - For In-State travel the maximum meal rate is \$46.00 per day.
 - The maximum daily meal reimbursement rate for the first and last calendar day of travel will be calculated at 75% of \$46.00 = \$34.50.
 - Meals provided in the registration fee or hotel will not be advanced. Those meals will be **reduced** from your maximum daily meal rate as follows:

\$11.00 for Breakfast, \$12.00 for Lunch and \$23.00 for Dinner.

For the first and last calendar day of travel, the meals will be reduced from the maximum daily meal rate as follows:

\$8.25 for Breakfast, \$9.00 for Lunch and \$17.25 for Dinner.
 - For meal reimbursements, the Employee Travel Meal Statement form must be filled, read, and signed certifying that the actual amount being claimed is the actual amount spent. The amount being claimed should not include tax and gratuity. Alcoholic beverages should not be included on these receipts.
 - Itemized meal receipts should be kept by the employee for up to 5 years as per the Texas State Library and Archives Commission. The District or any firm/organization auditing the District may request from the employee the itemized receipts to validate actual costs being claimed for reimbursement.
- **Out of State Travel**
 - a. To calculate meal rates for Out of State travel, refer to the U.S General Service Administration (GSA) website to obtain the rates established by the Federal Rate Schedule for each locality:

<http://www.gsa.gov/portal/content/104877>

 - Select the State to which the traveler will be traveling, then locate the City or the County if the City does not appear on the list.
 - The daily meal rate will be calculated up to the maximum per locality **without** incidental expenses. If neither the City nor the County is listed, use the Standard Rate without incidental expenses.
 - The maximum daily meal reimbursement rate for the first and last calendar day of travel will be calculated at 75% of the maximum per locality rate without incidental expenses or the Standard Rate without incidental expenses.
 - Meals provided in the registration fee or hotel will not be reimbursed. Those meals will be **reduced** from your maximum daily meal rate. Click on the M&IE

Breakdown link located on the top left menu to find the meal breakdown. You will need this breakdown to determine meal reduction rates.

- A printed copy of the Federal Rate Schedule M&IE Breakdown with the City or County highlighted is required for reimbursement.
 - For meal reimbursements, the Employee Travel Meal Statement form must be filled, read, and signed certifying that the actual amount being claimed is the actual amount spent. The amount being claimed should not include tax and gratuity. Alcoholic beverages should not be included on these receipts.
 - Itemized meal receipts should be kept by the employee for up to 5 years as per the Texas State Library and Archives Commission. The District or any firm/organization auditing the District may request from the employee the itemized receipts to validate actual costs being claimed for reimbursement.
- Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
 - Enter the total number of meals that each Employee/Non-Employees is receiving in the corresponding boxes.
 - Enter the total number of Employees/Non-Employees.
 - Multiply the (\$) dollar amount (x) times the number of meals (x) times the number of Employees/Non-Employees.
 - Enter the grand total amount in the actual and reimbursement columns for Employees.
 - Enter the grand total in the advance column for Non-Employees (Parents).
 - Accounting will review meal reimbursements and advancements and will make any adjustments deemed necessary.
 - **Any residual monies must be submitted to the Accounting Department or Campus/Department within 3 business days of completion of the Travel.**
 - **Day Trips**

Day trips are defined as those trips where an overnight stay is not required. Therefore, an out-of-town trip would be classified as a day trip if the Employee is not required to remain out-of-town overnight. Employees will not be reimbursed for meals for day trips.

Registration

1. Registration/entry fees will be advanced for all travelers. Registration form(s), entry fee form(s), brochure, flyer, agenda or registration confirmation receipts are required to be submitted along with the Travel Advance/Reimbursement Requisition form for payment. Documentation must show the fee amount, location, dates and times of the event, and any meals or other expenses that are provided.

NOTE: Recreational or social events subject to an additional fee, above and beyond the registration fee, will not be allowed with Grant funds.

2. **If Accounting will be mailing the check for registration/entry fees directly to the vendor, two copies of the registration form must accompany the Travel Advance/Reimbursement Requisition form.**

3. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
 - Enter the name of the vendor for registration.
 - Enter the amount of registration for each Employee/Non-Employee.
 - Enter the total number of Employees/Non-Employees.
 - Multiply the registration fee per Employee/Non-Employee (x) total number of Employees/Non-Employees.
 - Enter the grand total in the advance column.

State and Out of State Hotel

1. State and Out of State hotel expenses will be advanced for all travelers with a check or credit card made payable to the hotel up to the rate established by the Federal Rate Schedule for each locality plus allowable taxes per person per night. The advance amount will be based on a quote (including room rate and all applicable taxes) from the hotel obtained by the Employee responsible for the travel.

**Note: Hotel advanced checks can only be used by the traveler intended.
Replacement travelers will be treated on a reimbursement basis.**

2. For lodging in the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be submitted to the hotel upon arrival. Failure to do so will result in taxes being charged. The **Texas Hotel Occupancy Tax** is the **State Tax** from which school districts are exempt, in addition the hotel also charges the **Texas State Sales Tax** on parking; **the District will not pay or reimburse on these taxes.**
3. The Travel Advance/Reimbursement Requisition form will be considered open until the traveler submits an original itemized invoice and any additional supporting documentation necessary to substantiate the initial advancement. No subsequent hotel advancements or incidental travel expenses (i.e.: meals, mileage) will be made to or on behalf of the traveler that has not provided the necessary documentation on a previous travel.
4. Planning is required to ensure that hotel vendors are established through SunGard. Hotel, advances submitted with incomplete information (inactive vendor, without proper quote, etc.) will be returned for corrections. If corrections are not made timely the person traveling will be reimbursed after the trip for hotel expenses. **Hotel advances will not be treated as emergencies.**
5. Additionally, Principal or Department Head/Supervisor can decide not to issue hotel advances or limit these as they find necessary.
6. Only same genders are allowed to share a hotel room. Exceptions must be explained on a memo approved by the corresponding Assistant Superintendent.

7. Please refer to the U.S. General Service Administration (GSA) website to obtain the rates established by the Federal Rate Schedule for each locality:

<http://www.gsa.gov/portal/content/104877>

- Select the State to which the travelers will be traveling and then locate the City or the County if the City does not appear on the list.
 - If neither the city nor the county is listed, the Standard Rate will be used.
 - Hotel rate will be calculated up to the maximum per locality plus allowable taxes.
 - A printed copy of the Federal Rate Schedule is required for reimbursement with the City or County highlighted.
8. Always search for the best hotel rate available. Select the hotel hosting the conference/event or a hotel nearby with a rate less than the conference/event host hotel. A travel agency should not be used unless this is the cheapest route to go.
9. When traveling as a group, inquire about reserving a block of rooms. Most of the time you will get these rooms at a cheaper rate.
10. Hotel expenses which exceed the Federal Rate Schedule must be approved on the requisition by the Administrator responsible for that budget prior to traveling and before submitting Travel Advance/Reimbursement Requisition form to the Accounting Department.

Hotel expenses exceeding the maximum allowable rate established by the Federal Rate Schedule for the locality should be entered on the requisition as two separate line items.

Example for a hotel in Texas at a rate of \$93.00/night plus 9% city tax with a Maximum Federal Rate of \$89.00 plus 9% city tax:

Line one – \$89.00 plus 9% city tax	\$97.01	Line
two – Overage of \$4.00 plus 9% city tax	\$4.36	Requisition
Total	\$101.37	

Example for a hotel in Los Angeles, CA at a rate of \$157.00/night plus 15% tax with a Maximum Federal Rate of \$150.00 plus taxes:

Line one – \$150.00 plus 15% tax	\$172.50	Line
two – Overage of \$7.00 plus 15% tax	\$8.05	Requisition Total
	\$180.55	

11. **Grants:** Hotel expenses paid from special revenue funds (2xx, 3xx, 4xx) will be advanced at the rate established by the Federal Rate Schedule for each locality plus allowable taxes per person per night. Hotel expenses which will exceed these rates require approval at requisition entry and prior to the trip by the Administrator responsible for that budget and must be paid out of a local fund (1xx).

Hotel expenses exceeding the maximum allowable rate established by the Federal Rate Schedule for the locality must be entered on the requisition as two separate line items. One to be paid by special revenue fund and the second to be paid out of a local fund.

Example for a hotel in Texas at a rate of \$105.00/night plus 9% city tax paid with a special revenue fund with a Maximum Federal Rate of \$89.00 plus 9% city tax:

Line one – \$89.00 plus 9% city tax	\$97.01	Special Revenue fund.
Line two – Overage of \$16.00 plus 9% city tax	\$17.44	Local fund.
Requisition Total	\$114.45	

12. **Original itemized receipts are required to be submitted along with the yellow copy of the Travel Advance/Reimbursement Requisition form upon completion of travel.**
13. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
- Enter the name of the vendor for hotel.
 - Enter the rate amount including allowable taxes of hotel for each room for Employee/Non-Employee.
 - Enter the total number of rooms for Employees/Non-Employees.
 - Enter the total number of nights for Employees/Non-Employees.
 - Multiply the hotel rate amount including allowable taxes per Employee/Non-Employee room (x) number of rooms (x) number of nights.
 - Enter the grand total in the advance column.

Mode of Travel

1. Personnel traveling on official school district business must select the most economical and reasonable mode of transportation available to achieve maximum savings and efficiency.
2. When more than four Employees travel on the same dates with the same itinerary to conduct the same business, coordination of travel is required for each group of four Employees and for any fraction in excess of a multiple of four Employees. Coordination is required by individuals of the same campus or administrative department. "Coordination of travel" means Employees traveling together in one personally owned or leased motor vehicle. (Example: four (4) individuals to a vehicle)
3. Exceptions must be approved by the immediate supervisor in writing explaining why the "Four (4) Car Rule" was infeasible.
4. Employees must drive their own vehicle in order to claim mileage. If only one Employee vehicle has been used, Employees traveling together cannot split the mileage. It is also the Employee's responsibility to determine the most economical mode of transportation, driving or flying.

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5. Employees are strictly prohibited from transporting Students using their personal vehicles.
6. When private automobiles are used for in-district travel not related to staff development, mileage will be paid at the IRS stated rate at the time of travel, the current rate is .545 cents per mile. Person traveling needs to prepare an IN-DISTRICT Mileage form and attach it to a properly completed travel form.
7. When a McAllen Independent School District vehicle is used, gasoline will be reimbursed based on actual itemized receipts.
8. **Air Travel**
 - a. Airfare will be advanced for all travelers. Airfare may not exceed the average coach fare. Airfare fees beyond coach fare (i.e. choice of seating fee) are unallowable. First-class airfare may be allowed only if it was the only available seating or for a disabled Employee, if medically necessary.
 - b. A list of approved Travel Agency Vendors can be found through the following web site:
<http://mws.mcallenisd.net/purchasing/>
 - Under the “Purchasing Services Resources” heading, select “Awarded Vendors by Category”
 - Under the “Awarded/Approved Vendors” heading, select “Travel Services”
 - Under the “Travel Services” heading select “Travel Agency Services”
 - c. Any deviation from these vendors must be approved by the Purchasing Director.
 - d. When purchasing airline tickets, staff is encouraged to purchase an e-ticket rather than a paper ticket. An additional fee is generally assessed when requesting a paper ticket. An e-ticket will allow for changes easier and faster on flight arrangements.
 - e. Airline tickets purchased from non-awarded vendors (internet vendors) must be at a lower rate than the approved travel agency vendors.
 - f. If non-awarded vendors are utilized, it is the responsibility of the Employee traveling to obtain quotes from all awarded vendors. Approval of the Purchasing Director or his/her designee must be obtained prior to the trip and before payments can be processed.
 - g. **Original itinerary of airline ticket is required to be submitted along with the Travel Advance/Reimbursement Requisition.** For E-ticket airfare a printout can be submitted in lieu of an original receipt. E-ticket printouts must include the detail of any applicable taxes in order to be eligible for reimbursement.

- h. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
- Enter the name of the vendor for Air travel.
 - Enter the amount of Air travel fee for each Employee/Non-Employee.
 - Enter the total number of Employees/Non-Employees.
 - Multiply the Air travel fee per Employee/Non-Employee (x) the number of Employees/Non-Employees.
 - Enter the grand total in the advance column.

9. **Car Rental**

- a. When renting a vehicle for school business, Physical Damage Insurance also referred to as Loss Damage Waiver or Comprehensive Damage insurance needs to be purchased. It is important for all Employees who will be driving the vehicle be placed on the physical damage insurance list with the rental agency. District policy only covers liability insurance on a rental vehicle.
- b. Personal injury protection, uninsured motorist coverage, and medical payment coverage is not reimbursed by the District.
- c. Approved vehicle rental vendors can be found through the following web site:
<http://mws.mcallenisd.net/purchasing/>
- Under the “Purchasing Services Resources” heading, select “Awarded Vendors by Category”
 - Under the “Awarded/Approved Vendors” heading, select “Travel Services”

Enterprise Rent-A-Car AVIS

- d. If non-awarded vendors are utilized, it is the responsibility of the Employee to obtain quotes from all awarded vendors and approval of the Purchasing Director or his/her designee prior to reserving the vehicle. Not all vehicle rental agencies accept the **Motor Vehicle Rental Tax Exemption Certificate**. Therefore, verify that the vehicle rental agency selected will honor the Motor Vehicle Rental Tax Exemption Certificate prior to traveling. Accounting will not reimburse unauthorized taxes.
- e. The rental agreement must be obtained at the time of rental and attached to the Travel Advance/Reimbursement Requisition form.
- f. If Students are transported in passenger vans, the driver must ensure that the number of passengers in the vehicle does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt as required by applicable law. If 10 or more Students are to be transported, a school bus must be requisitioned. School districts are not allowed to rent/use 12 or 15 passenger vans, to transport Students, Non-Employees or Staff due to safety advisories and insurance coverage exclusions.

- g. For further information, on requisitioning a school bus or insurance coverage, contact the Director of Transportation or the Director of Employee Benefits, Safety & Risk Management, respectively.
- h. Due to the increased liability of an at-fault vehicle accident, the District prohibits the use of a personal vehicle to transport Students. The District does not carry auto liability insurance or physical damage insurance for Employee owned vehicles. If a district Employee has a vehicle accident, the Employee's vehicle insurance policy will be primary and must respond.
- i. To ensure all liability issues have been addressed, whether renting a vehicle or utilizing a personal vehicle to transport Employees or Non-Employees, contact the Employee Benefits, Safety & Risk Management department at 618-7380.
- j. **Do not select the Prepaid Fuel Option from the rental agency at the time of reservation.**
- k. Vehicles must be filled up with gasoline prior to returning the vehicle to the vehicle rental agency. If the vehicle rental agency must fuel the vehicle, the individual who rented the vehicle will reimburse MISD the difference between the vehicle rental gas rate and the market gas rate.
- l. If the traveler is renting a vehicle, the traveler cannot claim mileage.
- m. If only one vehicle has been used, and the Employees traveling together are from different Campuses/Departments and with different position/title the PO for the Rental Agency must include a list with the name, position/title and Campus/Department of all individuals who are sharing the expense. The account number(s) must reflect proper coding for each member in the group.
- n. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
 - Enter the name of the vendor for the rental agency.
 - Enter the rental amount in the actual and reimbursement columns.

10. Mileage

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- a. When private automobiles are used, mileage will be paid for the shortest route between points traveled at the IRS stated rate at the time of travel, the current rate is .545 cents per mile. This rate is subject to change at any time based on IRS notification.
- b. Travelers are required to calculate mileage by one of the following methods:
 - Odometer reading (point-to-point method.)
 - Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service). If this method is chosen, the traveler must print out the driving directions provided by the site and attach them to the travel form. The route with the least miles is the one that will be reimbursed.
 - McAllen ISD In-District Mileage Chart (Section D, Page D-5.)
 - Mileage Chart for Frequently Used Cities (Section D, Page D-6.)

- c. Employees must drive their own vehicle in order to claim mileage. If only one Employee vehicle has been used, and the Employees traveling together are from different Campuses/Departments and with different position/title the Employee that incurred the expense will be the one requesting reimbursement. The PO must include a list with the name, position/title and Campus/Department of all individuals who are sharing the expense. The account number(s) must reflect proper coding for each member in the group.
- d. It is the Employee's responsibility to determine the most economical mode of transportation, driving or flying. If the Employee decides to drive the mileage reimbursement cannot exceed airline ticket price of average coach fare.
- e. **Reimbursement to Employees for mileage will be allowed for the following:**
- Campus Non-Administrative Professional and Para-Professional staff traveling within/outside MISD District Area.
 - Coaching staff following their corresponding team outside MISD District Area for events beyond regular season (i.e. playoffs, regionals, state).
 - Professional Staff traveling within or outside Region One Area with Supervisor approval.
- Note:** Region One Area includes the following counties: Cameron County, Hidalgo County, Jim Hogg County, Starr County, Webb County, Willacy County, and Zapata County. (Source: <http://www.esc1.net/domain/3>).
- R* f. Requisitions for in District Mileage reimbursements must be entered once the total reimbursement is \$50 or more, or at the end of the semester (December/May), whichever comes first.
- g. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
- Enter the total miles
 - Multiply by the mileage rate (x) .545
 - Enter the grand total in the actual and reimbursement columns.

11. Gasoline

- a. Employees can request gasoline monies in advance when the travel is associated with Non-Employees (Parents and Board Members). Gasoline will be paid on a reimbursement basis for Employee travel. To estimate the dollar amount use the following formula:
- Total roundtrip miles divided by 25 (estimated # of miles per gallon) multiplied by approximate cost per gallon.
- For example, 600 round trip miles/25=24 gallons x \$3.00=\$72
- b. **Original itemized cash register receipts are required for gasoline purchases.**
- c. If monies are advanced for gasoline purchases and original itemized receipts are not submitted to Accounting, reimbursement to the account must be made by the individual who traveled.

- d. Prepaid Gas Cards purchased are only reimbursable based on original itemized receipts which must detail gallons purchased, fuel cost, date, etc.
See “Gas Receipts” sample.
- e. If Employees are traveling together and they are from different Campuses/Departments and with different position/title only the Employee that incurred the gasoline expense will be the one requesting reimbursement. The PO must include a list with the name, position/title and Campus/Department of all individuals who are sharing the expense. The account number(s) must reflect proper coding for each member in the group.
- f. Employees cannot request gasoline reimbursement if they are requesting mileage reimbursement.
- g. Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
- h. Enter the gasoline amount in the advance column if travel is associated with Non-Employees (Parents and Board Members).
- i. Enter the gasoline amount in the actual and reimbursement columns for Employee travel.

Gas Receipts (Sample)

Non itemized pre-paid gas receipts are unallowable.

Original itemized cash register receipts which must detail gallons purchased, fuel cost, date, etc. are required for gasoline purchases and reimbursements.

**Pre-paid
Unallowable Gas Receipt
Non itemized**

WELCOME TO SHELL		
SHELL	27 540 608307	
1230 E AIRPORT FRWY	81T0030	
IRVING TX 75060		
Descr.	qty	amount
Prepay CA#08		20.00
	Sub Total	20.00
	Tax	0.00
TOTAL		20.00
	CASH \$	20.00
SHELL V-POWER,OUR MOST ADVANCED FUEL EVER.		
REG# 0002 CSH# 002 DR# 01	TRAN# 25725	
03/04/07 13:10:55	ST# AB123	

**Pre-paid
Allowable Gas Receipt
Itemized**

WELCOME TO SHELL		
SHELL	27 540 608307	
1230 E AIRPORT FRWY	81T0030	
IRVING TX 75060		
Descr.	qty	amount
UNLE GA #08	8.0116	18.90
	@ 2.359/ G	
Prepay Fuel		-20.00
	Sub Total	-1.10
	Tax	0.00
TOTAL		-1.10
	CASH \$	-1.10
SHELL V-POWER,OUR MOST ADVANCED FUEL EVER.		
REG# 0002 CSH# 002 DR# 01	TRAN# 25726	
03/04/07 13:13:29	ST# AB123	

Other Expenses

- List any additional expenses on the space provided on the Travel Advance/Reimbursement Requisition form. Original itemized receipts are required to be submitted along with the yellow & pink copies of the Travel Advance/Reimbursement Requisition form upon completion of travel.
- Object code **6411** is to be used for Employees, Object code **6419** is to be used for Non-Employees.
 - Enter the other expenses amount in the advance column.

Other Allowable Expenses for employee travel without students

The following expenditures will be considered for advancement or reimbursement by the District:

- Airfare.
- Airport Parking-Short/long term parking will be advanced/reimbursed based on the most economical parking available. Original itemized receipts are required
- Automobile Rental with Physical Damage Insurance.
- Baggage Fee – Only first bag cost per round trip. Original itemized receipts are required.
- Gratuity for services rendered related to meals involving large groups when the gratuity is automatically accessed by the establishment on the original itemized receipt.
- Hotel fees and taxes - Maximum rate established by the Federal Rate Schedule for each locality. Hotel fees and taxes other than the Hotel Occupancy tax (state tax) and Texas State tax on parking.

7. Hotel Parking-Only Self-Parking fee will be advanced/reimbursed. Valet Parking Fee is unallowable unless properly explained and approved. For the State of Texas the hotel also charges the **Texas State Sales Tax** on parking, **the District will not pay or reimburse on this tax.** Original itemized receipts are required
8. Itemized pre-paid gas receipts- Original itemized cash register receipts which detail gallons purchased, fuel cost, date, etc. are required for gasoline reimbursements.
9. Local Transportation- The most economical mode of travel costs such as shuttle, taxis, and buses will be advanced/reimbursed.

If accommodations are made at the hotel where the conference is being held, only receipts to and from the Airport will be advanced/reimbursed. Car Rental is unallowable if conference is held at registered hotel. Original itemized receipts are required.

10. Meals

11. Membership fees and dues issued in the name of the campus or department.

12. Reimbursement to Employees for mileage will be allowed for the following:

- a. Campus Non-Administrative Professional and Para-Professional staff traveling within/outside MISD District Area.
- b. Coaching staff following their corresponding team outside MISD District Area for events beyond regular season (i.e. playoffs, regionals, state).
 - Professional Staff traveling within or outside Region One Area with Supervisor approval.

Note: Region One Area includes the following counties: Cameron County, Hidalgo County, Jim Hogg County, Starr County, Webb County, Willacy County, and Zapata County. (Source: <http://www.esc1.net/domain/3>).

13. Registration Fees.

Unallowable Expenses for employee travel without students

The following expenditures will not be considered for advancement or reimbursement by the District:

1. Alcoholic beverages – Entire receipt will be unallowable.
2. Baggage Fee – Additional bags or overweight bag fee.
3. Car rental, if conference is held at registered hotel.
4. Entertainment expense.

5. In room movies.
6. Internet charges, unless properly explained and approved.
7. Lobbying Expenditures/Legislative Day.
8. Meal expenses where Employees are traveling without Students and an overnight stay is not required.
9. Membership fees and dues issued in the name of the individual or position.
10. Non-itemized pre-paid gas receipts.
11. Texas State Sales Taxes on parking, meals, hotel, etc.
12. Room service.
13. Delivery fees.

14. Taxi/shuttle from convention/hotel to restaurants.
15. Telephone calls, local or long distance, unless properly explained and approved.
16. Tips for services rendered.
17. Traffic citations.
18. Travel insurance on airline tickets/car rentals.
19. Valet Parking Fee, unless properly explained and approved.
20. Students traveling unaccompanied by either school staff, sponsors or parents.
21. Transport Students in a personal vehicle.
22. Donations.
23. Airfare fees beyond coach fare fees (i.e. choice of seating fee).

FOREIGN TRAVEL

Meals

- Based on the applicable Texas rate as defined by the State of Texas Travel Guide.

Lodging

- Based on the applicable Texas rate as defined by the State of Texas Travel Guide.

Rate Conversion

- A rate conversion sheet for the last date of a trip is required.
- The rate conversion sheet needs to be requested from the MISD depository bank.

For individuals traveling using a federal grant or any other fund that limits the reimbursement amount, the allowable amount of the grant or fund will supersede any amounts contained in this procedure.

Travel Advance Process

TRAVEL ADVANCE PROCESS

Requisition Completed & Approved

1. Individual requesting travel advance completes the **Advance column** on the Travel Advance/Reimbursement Requisition form with the actual or estimated expense amounts.
2. Individual forwards completed Travel Advance/Reimbursement Requisition form to their Principal or Department Head for approval. Individual traveling cannot approve his/her own Travel Advance/Reimbursement Requisition form.
3. Principal or Department Head reviews request for travel on Travel Advance/Reimbursement Requisition form and approves (with signature) or denies.
4. All travel must be approved by the appropriate Principal or Department Head/Supervisor prior to the trip.
5. After the Travel Advance/Reimbursement Requisition form has been signed by the final approver the Individual will forward it to the designated Secretary/Bookkeeper.

Processing by Secretary/Bookkeeper (before travel)

6. Secretary/Bookkeeper receives Travel Advance/Reimbursement form with proper quotes attached and confirms it has been prepared properly. Secretary/Bookkeeper proceeds to process a Purchase Order Requisition for each vendor including Employee reimbursement PO.
 - Actual or estimated itemized expenses must be listed within the Purchase Order requisition in the order they appear on the travel form if more than one expense amount will be advanced to the same vendor (i.e. Employee).
 - Requisition will follow the approval path in order to be processed and converted to a Purchase Order (PO).
 - Purchase Order must be received online before any payments can be made by Accounting. Receiving date must be the last day of trip except on advances. On Advances you can use the date you submit the PO for payment.
 - **Write the PO #, Vendor Name and Amount Encumbered on the space provided on the travel form.**
 - A printout of the Purchase Order Status Inquiry showing quantities received and date received must be attached to the travel form.
7. Secretary/Bookkeeper sends Travel Advance/Reimbursement Requisition form to Accounts Payable. (All three parts will be forwarded to Accounts Payable)

Processing by Accounts Payable (before travel)

8. Accounts Payable will review the Travel Advance/Reimbursement Requisition form for completeness and accuracy of the information provided before a check is issued.
9. Accounts Payable issues travel advance checks for registration, airline, and hotel when Employees are not traveling with Students after receiving a properly completed approved Travel Advance/Reimbursement Requisition form.
10. Accounts Payable issues advance checks for all travel expenses when Students and Non-Employees such as Sponsors or Parents are involved.
11. Accounts Payable attaches checks (if applicable) to the yellow & pink copies of the Travel Advance/Reimbursement Requisition form and sends them to the Secretary/Bookkeeper. White copy of Travel Advance/Reimbursement Requisition form is filed in Accounts Payable's pending file.

Note:

- a. Registration, hotel and travel advance checks made to Employee will be forwarded to the designated Secretary/Bookkeeper; unless other instructions have been given.
- b. Vendor checks will be mailed directly to the vendor.

Individual Receives Advance

12. Individuals pick up a check list (see Section D for a copy of the check list) from their Secretary/Bookkeeper along with the check, if requested. If a credit card was requested, then the individual will pick up the credit card from the Accounting department the day before the trip.

R***Individual Travels***

13. Individual travels and incurs expenses. Original itemized receipts must be forwarded to Secretary/Bookkeeper upon return. Receipts should never be altered.

Processing by Secretary/Bookkeeper (after travel)

14. Secretary/Bookkeeper reconciles actual expenses with travel advance requests and Completes the Actual and Reimbursement column on the Travel Advance/Reimbursement Requisition form yellow and pink copies.
15. Secretary/Bookkeeper attaches original itemized receipts to the Travel Advance/Reimbursement Requisition form yellow & pink copies.
16. Secretary/Bookkeeper receives and verifies receipts and determines if too much, too little or the correct amount was advanced.

If amount advanced was correct:

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- Secretary/Bookkeeper forwards a **completed** yellow & pink copies of Travel Advance/Reimbursement Requisition form with Purchase Order Status Inquiry and original receipts to Accounts Payable **within 3 business days of the return date.**

If amount advanced was too much:

- Individual returns check/cash for amount of advance not used with the Travel Advance/Reimbursement Requisition form to the Secretary/Bookkeeper **within 3 business days of return.** It is the responsibility of the Secretary/Bookkeeper to ensure residual money is returned within 3 business days of the return of the trip.
- Secretary/Bookkeeper will issue a receipt for monies collected.
- If the advance was from Campus Activity the Secretary/Bookkeeper will deposit the monies and attaches a copy of the validated deposit slip and the GL Report showing the deposit to the yellow & pink copies of Travel Advance/Reimbursement Requisition form.
- If the advance was from Budget the Secretary/Bookkeeper takes the monies collected to Accounting to be deposited. **Accounting Department will not be responsible** for any **checks/cash** forwarded by Inter-Office Mail.
- **Checks/cash cannot be held without being deposited longer than one business day.**
- Secretary/Bookkeeper keeps copy of Travel Advance/Reimbursement Requisition form to be filed at individual's location.
- Secretary/Bookkeeper forwards a **completed** yellow & pink copies of Travel Advance/Reimbursement Requisition form with Purchase Order Status Inquiry and original receipts to Accounts Payable **within 3 business days of the return date.**

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If amount advanced was too little:

- Secretary/Bookkeeper processes a Purchase Order Requisition to reimburse the individual for any additional amounts due. PO#, Vendor Name and Amount Encumbered need to be completed on the yellow & pink copies of the Travel Advance/Reimbursement Requisition form.
- Secretary/Bookkeeper keeps copy of Travel Advance/Reimbursement Requisition form to be filed at individual's location.

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- Secretary/Bookkeeper forwards a **completed** yellow & pink copies of Travel Advance/Reimbursement Requisition form with Purchase Order Status Inquiry and original receipts to Accounts Payable **within 3 business days of the return date.**
- Accounts Payable reviews, reconciles and process any reimbursements due.
Note: Check(s) will be forwarded to the designated Secretary/Bookkeeper, along with the pink copy of Travel Advance/Reimbursement Requisition form.

Processing by Accounts Payable (after travel)

17. Accounts Payable receives completed Travel Advance/Reimbursement Requisition Form.

If amount advanced was correct:

- Accounts Payable verifies, and files documents received.

If amount advanced was too much:

- Accounts Payable verifies documents received.
- Accounts Payable deposits individual's check/cash and credits the account expensed for the travel advance.
- Accounts Payable files documents received.

If amount advanced was too little:

- Accounts Payable determines if there are any Travel Advance/Reimbursement Requisition forms outstanding due to pending documentation.
- If there are no outstanding Travel Advance/Reimbursement Requisition forms, then Accounts Payable will review Travel Advance/Reimbursement Requisition form received and process the reimbursement. Note: Check(s) will be forwarded to the designated Secretary/Bookkeeper.
- If there are outstanding Travel Advance/Reimbursement forms for that individual, subsequent reimbursement will not be processed until outstanding travel documentation is submitted to Accounts Payable.
- Accounts Payable files documents received.

TRAVEL REIMBURSEMENT PROCESS

TRAVEL REIMBURSEMENT PROCESS

Requisition Completed & Approved

1. Personnel sent to represent or make presentations on behalf of the District are eligible for reimbursement of actual expenses, if approved by the appropriate Principal or Department Head/Supervisor. **Original itemized receipts are required.**
2. Individual requesting travel reimbursement completes the **Actual and Reimbursement columns** on the Travel Advance/Reimbursement Requisition form with the actual or estimated expense amounts.
3. Individual forwards completed Travel Advance/Reimbursement Requisition form to their Principal or Department Head for approval. Individual traveling cannot approve his/her own Travel Advance/Reimbursement Requisition form.
4. Principal or Department Head reviews request for travel on Travel Advance/Reimbursement Requisition form and approves (with signature) or denies.
5. All travel must be approved by the appropriate Principal or Department Head/Supervisor prior to the trip.
6. After the Travel Advance/Reimbursement Requisition form has been signed by the final approver the Individual will forward it to the designated Secretary/Bookkeeper.

Processing by Secretary/Bookkeeper (before travel)

7. Secretary/Bookkeeper receives Travel Advance/Reimbursement form with proper quotes attached and confirms it has been prepared properly. Secretary/Bookkeeper proceeds to process a Purchase Order Requisition for each vendor including Employee reimbursement PO.
 - Actual or estimated itemized expenses must be listed within the requisition in the order they appear on the travel form if more than one expense amount will be reimbursed to the same vendor (i.e. Employee).
 - Requisition will follow the approval path in order to be processed and converted to a Purchase Order (PO).

Individual Travels

8. Individual travels and incurs expenses. Original itemized receipts must be forwarded to Secretary/Bookkeeper upon return. Receipts should never be altered.

Processing by Secretary/Bookkeeper (after travel)

9. Secretary/Bookkeeper receives all original itemized receipts and **completes the Actual and Reimbursement columns** on the Travel Advance/Reimbursement Requisition form yellow & pink copies. Secretary/Bookkeeper attaches original itemized receipts to the Travel Advance/Reimbursement Requisition form yellow & pink copies.
10. Secretary/Bookkeeper proceeds to receive Purchase Order Requisition for each vendor.
 - Purchase Orders must be received online before any payment can be made by Accounting. Receiving date must be the last day of trip.
 - **Write the PO #, Vendor Name and Amount Encumbered on the space provided on the travel form.**
 - A printout of the Purchase Order Status Inquiry showing quantities received and date received must be attached to the travel form.
11. Secretary/Bookkeeper forwards **completed** yellow & pink copies of the Travel Advance/Reimbursement Requisition form with Purchase Order Status **Inquiry and** original itemized receipts to Accounts Payable **within 3 business days of the return date.**

R***Processing by Accounts Payable***

12. Accounts Payable receives, matches and verifies receipts of the Travel Advance/Reimbursement Requisition form and determines whether there is any outstanding travel for that individual. If so, subsequent reimbursements will not be processed until outstanding travel documentation is submitted to Accounts Payable.
13. Accounts Payable issues check(s). Accounts Payable will forward pink copy of the Travel Advance/Reimbursement Requisition form with reimbursement check to the designated Secretary/Bookkeeper.
14. Individuals pick up travel reimbursement checks from their Secretary/Bookkeeper.
15. Accounts Payable files documents received.