

# WCISD Travel Procedures



Last revised 07/2015

## Employee Travel

All Whiteface CISD Employee travel must be in compliance with District Policy DEE (Local) and DMD (Local).

Travelers who will be taking overnight trips must complete the Travel Request Form located on the school webpage. The form is also located at the end of this document. Please complete the entire form for all the estimated travel expenses including meals, registration, lodging, parking, etc.

Employees using budgeted funds, grant funds or activity funds for attendance to a convention/conference should forward the completed Travel Request Form to the (Principal/Director) for approval, who then forwards the request to the Business Office for final approval and processing.

The Travel Request Form and documentation must be received by the Business Office no later than (ten) 10 business days prior to the travel date. **The Travel Request Form is only required for overnight travel.**

Employees will be responsible for providing original receipts for all expenses while conducting school business upon return of all travel. All documentation and school credit card (if applicable) should be returned by the next business day.

### 1. Transportation

- a. An online vehicle request should be entered (ten) 10 days prior to departure date. If you have any questions or concerns about vehicle request, contact the transportation office.
- b. The mode of transportation is the one in the district's best interest. It should be the most cost effective mode.
- c. Carpooling should be utilized if multiple employees are traveling to the same location.
- d. The rate of reimbursement for the employee's personally owned motor vehicle is based on the state-approved rate.
- e. Contact the business office before making any airline reservations. Receipts are required for monies expended for railroad, tolls, air, taxi, parking fees, etc.
- f. When an employee uses his/her personal vehicle and is reimbursed for mileage, reimbursement is not made for gasoline since it is already included in the mileage rate allotted.
- g. When an employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy.
- h. Rental of Vehicle for Whiteface CISD Business
  - i. Whiteface ISD is exempt from paying state sales tax in Texas when renting a vehicle for business purposes. See the business office for appropriate forms.

- ii. Gasoline expense is reimbursable when using a rental car. A receipt is required for reimbursement.

2. Meal Allowances

- a. The number of meals to be rendered will depend on the date and times of departure. The allowance for meals is based on per diem meal rate in effect at the time of the trip. This is subject to change. At the time of publication, the per diem rate for meals for employees is:

Breakfast	\$8
Lunch	\$10
Dinner	\$18
Per Diem	\$36

- b. A purchase order should be submitted for meals prior to travel. If paying as a group, the business office will make check payable to vendor, if arrangements are not already made for vendor billing. Otherwise, a check will be made payable to the employee for his/her meals.
- c. Receipts are not required for meals UNLESS paying for a meal as a group.

3. Registration

- a. For conferences or trainings that require a registration fee, on the completed Travel Form approved by the principal/director, document the amount of the registration fee to the Business Office for approval. Registration form and check will be distributed as marked on the travel request. (example: send check to me, mail to address)

4. Lodging

- a. Hotel rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting. Higher hotel rates may be considered at the conference host hotel if there is a safety concern or if it proves to be an economical advantage for the district. Prior approval is required before traveling. This is not to accommodate for late deadlines. Double occupancy is encouraged when possible. Original, itemized receipts are required.
- b. Amounts in excess of the approved limits are the responsibility of the employee.
- c. In Texas, a Hotel Tax Exemption Certificate must accompany payment to the hotel to avoid paying state taxes. This certificate may be obtained from the business office prior to traveling.
- d. When checking into the hotel, provide the clerk with the Hotel Tax Exemption Certificate.
- e. Upon checkout, review the billing to ensure that state sales tax was not charged.
- f. Whiteface CISD will not provide reimbursement for state sales tax (unless traveling outside of Texas).

5. Spouse/Children Accompanying Traveler

- a. In cases where the spouse/children, who are not on official school business, accompany the school official or employee, no expenses for the spouse/children may be included.
  - b. It is not permissible to charge any expenses for the spouse/children to Whiteface CISD and later reimburse the district.
6. Parking
- a. Valet parking will be allowed if there are safety concerns or if the size of the vehicle prohibits parking in the garage, otherwise self parking should be used.
  - b. Parking citations issued to drivers will be the responsibility of the driver.
7. Estimate all other applicable expenses including rental, baggage handling etc., that are often associated with conducting official school business. Receipts are required. An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business only with the prior approval of Principal/Director.

## **Student Travel**

All Whiteface CISD student travel should be in compliance with District Policies.

Travelers who will be taking students on overnight trips must complete the Travel Request Form located on the school webpage. The form is also located at the end of this document. Please complete the entire form for all the estimated travel expenses including meals, registration, lodging, parking, etc.

Employees using budgeted funds, grant funds or activity funds for attendance to a convention/conference should forward the completed Travel Request Form to the (Principal/Director) for approval, who then forwards the request to the Business Office for final approval and processing.

The Travel Request Form and documentation must be received by the Business Office no later than (ten) 10 business days prior to the travel date. **The Travel Request Form is only required for overnight travel.**

Sponsor/coaches should return proper original receipts and credit card (if applicable) to Business Office the next business day after returning from a trip.

All individuals and groups representing the Whiteface CISD in competition requiring an overnight trip must receive advance written approval from the school principal. The principal's office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary.

1. Transportation

- a. Student travel should be in a school owned vehicle for liability purposes. Do not transport students in a personal vehicle if at all possible.
  - b. Vehicle requests should be submitted online on the school website. If you have any questions or concerns about vehicle request, contact the transportation office.
  - c. Contact the business office before making airline reservations.
2. Vehicle Rental for Student Travel to Competitions
- a. For information regarding rentals, contact the business office.
  - b. Contact the business office for bid information for charter bus service for non- school bus travel.
  - c. Whiteface ISD is exempt from the Texas state sales tax, sometimes referred to as motor vehicle tax; however, out-of-state tax is not exempt.
3. Meal Allowance for Student Trips
- a. **Arrangements for student meals are the sole responsibility of the coach or sponsor.** Sponsors are encouraged to pre-arrange meals and pay for student meals as a group directly to the vendor using a school check or direct vendor billing. In the event that meals are not pre-arranged and students order individually, secondary students will be given cash at the meal rates below. Cash will be given to the lead sponsor to distribute to students. Sponsors should have a roster of students and have them sign that they received their meal allotment. The roster with signatures should be submitted to the business office with the travel receipts by the following business day, upon return to the district.
  - b. Receipts are not required for meals UNLESS paying for a meal as a group. Receipts submitted utilizing a credit card or check, should in no way reflect state tax or tips.
  - c. The number of meals to be rendered will depend on the date and times of departure. The allowance for meals is based on the per diem meal rate in effect at the time of the trip. Rates are subject to change. At the time of publication, the per diem rate for meals for students is:
 

Breakfast	\$7
Lunch	\$8
Dinner	\$10
Per Diem	\$25
  - d. Sponsors should plan the trip so that meal allotments are adequate to cover the expense of meals. Students should be encouraged to eat each meal and not to save their money for a more expensive meal during the trip. Sponsors are not to encourage students to bring additional money to cover additional meal charges or tips. Any deviation from the meal allotments should have advanced approval from the superintendent.
  - e. If the hotel that you are staying in provides a breakfast, do not include that meal.
4. Registration/Dues/Conference Fees
- a. Documentation showing the amount of registration/dues/conference fees should accompany the Travel Request Form.

- b. Registration Check will be processed as indicated on the Travel Request Form (example: send check to me, mail to address).
- 5. Lodging
  - a. Lodging will be paid if the activity involves multiple-day activities or for safety due to time of conclusion or start of competition.
  - b. A Hotel Tax Exemption Certificate must accompany payment to the hotel to avoid paying state taxes. This certificate may be obtained from the business office.
  - c. When checking into the hotel, provide the clerk with the Hotel Tax Exemption Certificate.
  - d. Upon checkout, review the billing to ensure that state sales tax was not charged.
  - e. Lodging can be held/reserved with a credit card. However, a check will be issued prior to travel. The lodging check will be made payable to the hotel and will be sent to the requestor.
  - f. Minimum Triple occupancy applies to student travel.
- 6. Parking
  - a. Valet Parking will be allowed if there are safety concerns or if the size of the vehicle prohibits parking in the garage, otherwise self-parking should be used.
  - b. Parking citations issued to drivers will be the responsibility of the driver.
- 7. School district funds may not be used for entertainment or enrichment activities while on the trip. Chapter or non-district funds may be used for such purposes.
- 8. The district will pay for advisor(s) and needed chaperone(s) travel. The number of adults will be based upon the number/sex of students traveling. If boys and girls are traveling, both a male and female chaperone will be present.

# WCISD Travel Request Form

*This form must be received by the Business Office no later than 10 business days prior to the date of travel.*

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Employee/Sponsor Name: \_\_\_\_\_

Student group/club Name: \_\_\_\_\_

# Employees Traveling: \_\_\_\_\_ # Students Traveling: \_\_\_\_\_

<b>MEALS:</b>							
Pre-arranged Meals:							
Vendor	Number of Employee Meals	Number of Student Meals	Total Amount (must not exceed per-diem rate)				
Meal Per Diem Cash Requested:							
	Breakfast	Lunch	Dinner	Per Diem Rates	Breakfast	Lunch	Dinner
# of Employee Meals				Employee	\$8.00	\$10.00	\$18.00
# of Student Meals				Student	\$7.00	\$8.00	\$10.00
Total Per Diem Amount Requested _____							
<b>Registration, Dues, Fees:</b> (attach completed registration forms)							
Make Check Payable to: _____							
Complete Address: _____							
_____							
Check one: _____ Send Check to Me _____ Mail Check to Address Above							
<b>Lodging:</b> excluding state tax, attach hotel confirmation							
Complete name and address of hotel	# of Nights	_____	# of Rooms	_____			
_____					Cost per room: _____		
_____							
_____					Total Estimated Cost _____		
<b>Other Expenses:</b> (parking, mileage for employees taking personal vehicle, rental fees, misc.)							

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

Principal Signature: \_\_\_\_\_

Budget Code(s):
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