



FORNEY

DEE (REGULATION)

TRAVEL GUIDELINES

REVISED NOVEMBER 2016

TABLE OF CONTENTS

	<u>Page</u>
Travel Limitations	1
Pre-Trip Procedures	1
Employee Meals.....	2
Lodging	3
Out-of-District Mileage	4
Air Travel	4
Car Rental	4
Cash Advance	5
Student Travel	5
Transportation Chargeback	5
In-District Mileage	6
In-District Mileage Chart	6
Miscellaneous	7
Summary of Local/Federal Reimbursement Amounts.....	7
Post-Trip Procedures.....	7



DEE (REGULATION) TRAVEL GUIDELINES

REVISED NOVEMBER 2016

Every Forney Independent School District ("FISD") employee given authorization by their supervisor to travel assumes a responsibility to the taxpayers of Forney to keep the cost of travel to a minimum and consistent with Local Board Policy DEE.

Employees shall be reimbursed for reasonable travel expenditures according to Board policy and the guidelines and procedures outlined in this document. This document outlines the maximum amounts that may be reimbursed. Individual campuses/departments may impose additional limitations on travel expenditures due to budgetary constraints (i.e. allowing travel only if a school vehicle is used). Prior approval for all out-of-district travel shall be obtained before any expenses, including prepaid expenses, are incurred. An **Out-of-District Travel Form** is used to indicate approval from the appropriate supervising administrator and to provide an estimate of expenses. No travel reservations should be made until approval has been received. The actual expenses should be reported on the Out-of-District Travel Form within ten (10) business days after returning from the school business trip.

In addition to appropriate administrator approval, **all Out-of-State travel must be approved by Superintendent prior to registration.**

Travel Limitations

- The number of multiple or consecutive days should be limited – **particularly close to testing days.**
- Requests for school business travel will not be approved if the total number of absences exceeds ten (10) days. This includes out-of-district conferences, in-services, and any other reason to employ a substitute for the employee
- Please follow the guidelines in the Student Travel Manual when traveling with students.

Pre-Trip Procedures

- Complete an Out-of-District Travel Form at least **fourteen (14)** calendar days prior to travel and receive necessary approvals. The form should include estimates of all

expenses that may occur. The dates on the form should match the dates for which charges will be remitted. **Federal Funds: When using Federal Funds, the Out-of-District Travel Form must also be approved by the Chief Learning Officer.**

- If airline tickets/rental car are needed, ask the campus/department secretary to contact the Accounts Payable Specialist at least twenty-one (21) calendar days prior to the date of travel to determine if air travel is allowable for this trip. Please note: there is usually a significant discount for tickets purchased fourteen (14) or more days in advance, so please obtain approval for the purchase of airline tickets/rental car as early as possible.
- Registration, hotel reservations, and cash advance requests must be arranged at the campus/department level.
- If a cash advance is needed (only for meals when students are in attendance; or estimated employee out-of-pocket costs are more than \$300), initiate a request in accounting software and add a comment about when the check will need to be available by. Attach a copy of the approved Out-of-District Travel Form, and submit to the Accounts Payable Specialist at least ten (10) business days before departure date when possible.
- Prior to leaving on a trip, complete a **Texas Hotel Occupancy Tax Exemption Certificate** for presentation at the time of check-in at the hotel. The district will not reimburse state sales tax for travel within Texas.

Employee Meals

Reimbursement for meals is based on a per diem rate when travel requires an overnight stay. No receipts are required for verification. See Hotel/Motel section for more information on when overnight travel will be authorized. **No federal funds will be used to pay for meal expenses.** DEE (Local)

If a meal is provided in the conference registration or by the hotel, that meal will not be eligible for reimbursement. The amounts outlined below for breakfast, lunch, and dinner are to be used to calculate limits when not all meals are eligible for reimbursement. Please see page 5 for student-related travel meal reimbursement rates.

<u>Meal Type</u>	<u>Rate</u>	<u>Depart Before</u>	<u>Return After</u>
Breakfast	\$ 7.00	7:00 a.m.	
Lunch	9.00	11:00 a.m.	1:00 p.m.
Dinner	<u>\$14.00</u>	4:00 p.m.	6:00 p.m.
	\$30.00		

The above chart is also used to determine eligibility based on departure and return time. For example, if travel commences at 8:00 a.m., the reimbursement will be \$23 (covering lunch and dinner). If travel commences after 1:00 p.m., the reimbursement will be \$14 (covering dinner). If the traveler arrives home by 6:00 p.m., the reimbursement will be \$16 (covering breakfast and lunch). FISD will not reimburse meal expenses in excess of the \$30 limit.

For meals that will be eaten as a group, reimbursement will be made when a receipt is submitted. This meal will be subtracted from the daily per diem that the employee is entitled to.

Lodging

Overnight lodging (and parking) will be reimbursed when the event is **more than 75 miles from the City of Forney**. Lodging request for events under 75 miles from the City of Forney require Superintendent approval. Please use www.mapquest.com when calculating the mileage.

Each campus or department will arrange hotel accommodations when overnight lodging is required. Hotel rates vary, and every effort should be made to obtain the lowest rate available. The government rate may be available and will require school district identification. Always check to make sure that the government rate is actually lower than other special or discount rates that are being offered.

In Texas, a Hotel Tax Exemption Certificate must accompany payment to the hotel to avoid paying state taxes. These certificates can be obtained from the Accounts Payable Clerk. When checking into the hotel, provide the desk clerk with the Hotel Tax Exemption Certificate. Upon check out, review the bill to ensure that state tax was not charged. **FISD will not provide reimbursement for Texas sales tax.** County and municipal hotel occupancy taxes may be reimbursed.

Hotel accommodations should be secured by utilizing a personal credit card unless extenuating circumstances apply. Examples of extenuating circumstance are: employee does not have access to personal credit card, or personal credit card limit is not sufficient to cover the charge. To avoid cancellation fees, the traveler is responsible for notifying the hotel prior to the cancellation deadline. If the cancellation is not made before the deadline, the employee is responsible for any charges that may be incurred.

Hotel advances are allowable with fourteen (14) day notice. A copy of the hotel confirmation will be required. Check will be made payable to the hotel.

Charges for movies and other personal charges will not be reimbursed.

A maximum room rate of \$89 per person per day is allowed for areas not listed on the federal per diem rate chart. See the GSA per diem rate chart for limits for certain cities/counties, which vary by location and month. www.gsa.gov/portal/category/104711

Hotel rates exceeding the maximum per person per day limit will not be reimbursed unless the Superintendent approves in writing prior to the trip. Both in-state and out-of-state room rates apply to all FISD fund types (including campus and student activity funds).

When multiple people are attending the same event, room sharing is encouraged when possible.

Out-of-District Mileage

As a result of House Bill 605, 81st Legislative Regular Session, the Texas Mileage Guide is no longer published online (effective 01/01/2010). Therefore, the District is requiring that all employees utilize www.mapquest.com for calculating number of miles traveled (this applies to all sources of funds). However, before traveling employees must check for available District vehicle. Starting/Ending point should be assigned campus/department. Home address may be used if results in a lower number of miles.

Employees will be reimbursed at the approved district mileage rate (.40 cents per mile) for discretionary out-of-district business use of their personal vehicle. In no case should this expense exceed the cost of air coach travel and a rental car. Employees should carpool in a district vehicle when possible.

Air Travel

Airfare will be reimbursed when the cost of ticket plus any associated rental car expense is less than the cost of mileage reimbursement associated with using a personal vehicle. Advance planning is crucial when requisitioning air travel. An approved Out-of-District Travel Form is required – along with justification that air travel (and car rental) is cost efficient compared to travel by car – before air travel requests will be processed.

Do not book flights unless you have been authorized to do so by your campus/department administrator. An increase in a fare due to an employee changing travel plans without supervisor approval could result in the employee absorbing any additional fees charged to the district account.

All travelers must use the lowest fare available. Whenever possible, business travel should be planned to take advantage of advance purchase discounts and group fares. The lowest fare routing must be used when available – not more than one stop each way and layover time not to exceed two hours. Tickets charged to your personal credit card may be reimbursed prior to the trip with proof of payment.

Car Rental

Since car rentals are very costly, travelers should not request car rentals unless necessary for **business purposes** due to limitations on availability of local transportation. It is usually more cost effective to utilize taxi service or shuttles available to hotel guests.

When auto rental is required, **Collision Damage Waiver (CDW) insurance must be purchased** if such insurance covers down time in the event there is damage to the rental vehicle. Employees/sponsors are responsible for presenting a Motor Vehicle Exemption Certificate to the rental car company to claim exemption of motor vehicle gross rental receipts tax. Reimbursement will not be made for motor vehicle gross rental receipts tax.

Employees must have a current driver's license and a personal credit card in order to rent a car. Car rentals will be charged to the employee's personal credit card and will be reimbursed by the district upon return from the trip.

To avoid higher gas rates charged by the rental companies, fill the gas tank **before** returning the rental car. Also, be sure to examine the invoice for accuracy before leaving the rental office. Reimbursement will occur when expenses are listed on the Out-of-District Travel Form.

Cash Advance

A travel advance may be approved when traveling with students or when the total estimated out-of-pocket travel costs exceed \$300. Due to IRS regulations governing travel advances, all travel documentation must be submitted within ten (10) business days after the travel occurs. Failure to turn in travel documents within 10 business days will result in deducting the amount of the travel advance from your next available payroll check.

To request a cash advance, please submit an Employee Advance in the accounting software. Attach or forward the Out-of-District Travel Form to the Accounts Payable Specialist. Such requests should be made at least ten (10) business days prior to departure date when possible.

Within ten (10) business days of return, complete the Actual Travel Expenses section of the Out-of-District Travel Form. If the cash advance exceeds the amount of claimed expenses, submit any unused cash to your campus/department secretary. If the expenses exceed the advance, a reimbursement check will be issued after all required documentation is received by the Accounts Payable office.

Student Travel

Any In-State or Out-of-State trips taken by students organization or other student groups shall require approval by the Superintendent. Please see Student Travel Manual for more details. (Board Policy FMG Local)

The reimbursement rate for student meals in-state or out-of-state is \$24/day – breakfast \$6, lunch \$8, and dinner \$10. The reimbursement rate for faculty in attendance is \$30/day – breakfast \$7, lunch \$9 and dinner \$14. Overnight lodging is not required of the students or faculty chaperoning students to receive meal reimbursement for student-related events.

FISD campuses/departments may provide a per diem to all students and faculty in attendance for a field trip, UIL athletic event, and UIL academic meet. However, local funds may only be used for district and post-season games/meets. Activity funds must be used for non-district games/meets unless special circumstances apply. Per diems outlined in this document apply to the use of activity funds as well.

When the coach/sponsor pays for the group in a single transaction, the itemized restaurant receipt should be turned in to the Accounts Payable office. When per diem is provided to each student for individual transactions (such as a concession stand), the students must all sign the Forney ISD Per Diem Form, and the form submitted to the Accounts Payable office.

Transportation Chargeback

The use of school buses for fieldtrips and other events will be subject to a \$1.70 per mile

chargeback by the Business Office. The chargeback for use of school vehicles is \$0.33 per mile in events where the Transportation department is not required to provide driver.

Campus and department administrators are responsible for reviewing their budgets prior to a trip and ensuring adequate funds are available for the trip.

In-District Mileage

In-district mileage reimbursement will only be available to paraprofessional staff (subject to campus/department budget availability) at \$0.50 per mile. All paraprofessional in-district mileage must be approved in advance by the supervising administrator.

Professional in-district mileage will only be reimbursed for staff who perform duties at multiple sites on a daily basis. In such cases, the district budget can be charged the related costs (\$0.50 per mile for personal vehicle).

For those employees eligible for in-district mileage reimbursement, the chart below shall be used.

One Way Mileage	ADMIN	FHS	FAC	NFHS	WMS	BMS	Johnson	Criswell	Claybon	Henderson	Blackburn	Crosby	Lewis	Rhea	Smith	Warehouse	Region 10 Spring Valley	Region 10 Abrams
ADMIN	1.80	0.30	5.70	0.50	7.00	0.20	2.00	0.90	3.40	6.40	3.50	4.80	2.50	6.10	0.60	24.30	24.00	
FHS	1.80	2.10	5.10	2.20	5.85	1.90	3.75	0.80	1.70	4.50	3.20	6.50	0.80	5.20	2.40	25.30	25.00	
FAC	0.30	2.10	5.30	0.80	5.70	0.50	2.00	1.20	3.00	6.30	3.20	4.60	2.80	5.30	0.50	24.00	23.70	
NFHS	5.70	5.10	5.30	6.10	2.20	5.80	4.20	5.20	4.90	1.60	2.70	7.00	4.80	0.20	5.20	28.40	28.10	
WMS	0.50	2.20	0.80	6.10	7.50	0.30	2.50	1.40	4.00	6.90	4.00	5.30	2.90	6.60	1.30	24.80	24.50	
BMS	7.00	5.85	5.70	2.20	7.50	7.20	6.10	5.60	5.50	1.10	4.00	9.35	5.20	2.10	5.10	29.20	28.90	
Johnson	0.20	1.90	0.50	5.80	0.30	7.20	2.20	1.10	3.60	6.50	3.80	5.00	2.60	5.80	0.90	24.50	24.20	
Criswell	2.00	3.75	2.00	4.20	2.50	6.10	2.20	3.00	3.40	4.40	1.50	2.90	3.30	4.20	1.50	24.30	24.00	
Claybon	0.90	0.80	1.20	5.20	1.40	5.60	1.10	3.00	2.60	5.70	3.10	6.00	1.60	5.10	1.60	25.40	25.10	
Henderson	3.40	1.70	3.00	4.90	4.00	5.50	3.60	3.40	2.60	5.70	2.90	6.90	0.80	5.00	2.80	26.60	26.30	
Blackburn	6.40	4.50	6.30	1.60	6.90	1.10	6.50	4.40	5.70	5.70	2.80	8.20	5.50	1.30	6.00	28.00	27.70	
Crosby	3.50	3.20	3.20	2.70	4.00	4.00	3.80	1.50	3.10	2.90	2.80	4.20	2.70	2.70	3.10	26.60	26.30	
Lewis	4.80	6.50	4.60	7.00	5.30	9.35	5.00	2.90	6.00	6.90	8.20	4.20	6.70	7.10	4.50	25.50	24.20	
Rhea	2.50	0.80	2.80	4.80	2.90	5.20	2.60	3.30	1.60	0.80	5.50	2.70	6.70	4.70	2.70	26.30	26.00	
Smith	6.10	5.20	5.30	0.20	6.60	2.10	5.80	4.20	5.10	5.00	1.30	2.70	7.10	4.70	5.10	29.20	28.90	
Warehouse	0.60	2.40	0.50	5.20	1.30	5.10	0.90	1.50	1.60	2.80	6.00	3.10	4.50	2.70	5.10	24.30	24.00	
Region 10 Spring Valley	24.30	25.30	24.00	28.40	24.80	29.20	24.50	24.30	25.40	26.60	28.00	26.60	24.50	26.30	29.20	24.30	0.30	
Region 10 Abrams	24.00	25.00	23.70	28.10	24.50	28.90	24.20	24.00	25.10	26.30	27.70	26.30	24.20	26.00	28.90	24.00	0.30	

Miscellaneous

- FISD will not provide reimbursement for any travel expenses incurred by an employee that does not have sufficient budgetary funds available at the time of reimbursement.
- In cases in which the spouse (who is not an FISD employee on school business) and/or children accompany the employee, no expenses for family members shall be included. Only single standard rates are to be included in the request for reimbursement, and that amount should be validated on the receipt at the time of checkout. For example, if double room occupancy costs \$75 and single \$60, the employee will be reimbursed at the \$60 rate if the room is shared with the spouse.
- The District will not provide reimbursement for movies, conference shirts, entertainments, valet parking services (unless self-parking is not available), personal telephone calls, or other unauthorized expenses.
- FISD will not provide reimbursement for tips or gratuities of any kind unless mandatory on a large party receipt.

Summary of Local/Federal Reimbursement Amounts

These rates and/or limits are effective for the 2016/17 school year but are subject to change. The rates currently in effect for travel with **both local and federal funds** are summarized below.

<u>Local/Federal</u>	
Mileage	40 cents per mile
Airfare	Average coach fare
Meals	\$30 per day for staff/\$24 per day for students
Lodging	Lowest available rate limited to allowable state/federal rate (unless approved by Supt)

Post-Trip Procedures

- Within ten (10) business days after returning from a trip, complete the second half of the Out-of-District Travel Form listing dates and times of trip and reimbursable expenses for each day. Include copies of all expenses related to airline tickets, hotel, car rental, etc.
- If money is owed to the district (e.g., cash advanced received), submit completed Out-of-District Travel Form and any unused cash to your campus/department secretary within ten (10) business days of return.