

2009-10
S&S CISD
Travel Guidelines for Employees

Purpose

To provide reimbursement to employees of reasonable travel expenses for attendance at school related meetings and/or staff development when attendance is authorized and deemed by the Superintendent to be necessary or desirable in carrying out the educational functions of the district.

Reasonable Travel Expenses

- District, personal or commercial transportation:
 - Use of district-owned vehicle is the preferred method of transportation. A request for a vehicle shall be submitted on a Transportation Request form to your immediate supervisor. Fuel receipts, if any, shall be submitted with the travel settlement.
 - Use of personal car - If a district vehicle is not available, use of a personal car will be approved. Mileage at the state rate (\$.55 per mile) will be advanced or reimbursed. No receipts are required for fuel or other costs.
 - Actual cost of commercial transportation (lowest coach fare), plus parking and necessary taxi fares. Receipts shall be presented for reimbursement and/or settlement of advanced travel funds.

- Lodging- actual cost of base room charge, plus appropriate taxes. State taxes within Texas are not allowable expenses since S&S CISD is exempt from state taxes, but state taxes for out-of-state travel are allowable. It is an employee's responsibility to present a Hotel Occupancy Tax Exemption form to the hotel, or be personally liable for the assessed taxes. Receipts shall be presented with the settlement form. The school credit card may be checked out at the administration office to make reservations and to pay for the hotel. No discount hotel reservations (Priceline, Expedia, etc.) are allowed. Any reservations made through these services will be the employee's responsibility.

- Meals- actual cost of meals, not to exceed \$30.00 per day. No snacks, drinks, vending, or other non-meals will be reimbursed. If meals are included in the conference agenda, a deduction of 10% for breakfast, 20% for lunch and 20% for dinner shall be made from the daily allowance. The daily per diems for the 1st and last travel day shall be based on a four-quarter day, starting at 12:00 midnight.

Other Incidental Expenses While Traveling

- S&S CISD critical business-related long distance calls.
- Conference supplementary materials (pre-approved via a purchase order is required.)

Non-Allowable Travel Expenses

- Alcoholic drinks or beverages
- Entertainment expenses, such as in-room movies, fee based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees.
- Expenses due to the travelers failure to cancel a registration or travel arrangements (except for extenuating circumstances)

Travel Authorization Procedures

- Before the trip
 - Submit a request for Transportation form to Mr. Yoast (through your immediate supervisor). The superintendent must approve all staff travel.
 - Submit a Travel Authorization form that lists the meals and mileage (applicable only if a district vehicle is not available). Please ensure that adequate budgeted funds exist to cover all estimated expenses. Mileage and meal per diem estimate expenses will be advanced to the traveler, but not more that 30 days before the trip.
- After the trip
 - Submit a Travel Settlement form with all receipts for hotel, etc. as well as registration receipt or certificate of attendance within 10 days after the trip. Failure to submit a settlement will have tax liability and other consequences.

**S&S Consolidated Independent School District
Travel Reimbursement Request
2009-2010**

Name: _____ Campus: _____

Address: _____ City: _____ State: _____ Zip: _____

Budget Code: _____

Purpose:

Date of Departure: _____ Date of Return: _____

Time of Departure: _____ am/pm Time of Return: _____ am/pm

Meals: To qualify for meals, claimant must depart by 6:00 a.m. for breakfast, 10:00 a.m. for lunch, and return no earlier than 8:00 p.m. for dinner.

_____ Breakfast @ \$7.80 \$ _____

_____ Lunch @ \$9.60 \$ _____

_____ Dinner @ \$12.60 \$ _____

Mileage:

_____ miles at .50 per mile \$ _____

Total Reimbursement Claim \$ _____

I hereby certify that I will be traveling on school business on the dates and times listed above. I understand that if my trip is cancelled or shortened, I will refund the district the excess amount in 10 days or my payroll check may be deducted. I also agree to return my travel settlement within 10 days to the administration office.

Employee

Administrator/Supervisor

Superintendent

**S&S Consolidated Independent School District
Travel Settlement
2009-2010**

Name: _____ Campus: _____

Address: _____ City: _____ State _____ Zip _____

Dates of Trip and Purpose:

I, _____, attended the above conference/staff development and have attached the applicable receipts and/or certificates of attendance to this form.

Employee name

Date