

# Midway ISD Procedures

## Travel Guidelines

### **Travel in General**

These guidelines are intended to address the more common questions regarding travel. The intent of MISD is to reimburse employees for the cost of business related travel. It is the responsibility of the employee and their supervisor to see that travel costs are kept reasonable and in the best interest of MISD.

### **Vehicle Use**

Travelers should find the best value for the district in traveling and exploring the use of the district suburban or a rental vehicle. These vehicles should be used, whenever available and at the best value for the district for traveling out of town.

Employees must carpool to capacity of the vehicle to reduce overall vehicle costs. State Comptroller law states 4 per vehicle. The campus principal and administrators are not required to share a vehicle as they can be called back to the district for district business.

MISD will reimburse mileage based on odometer readings city to city, or electronic mapping, at the rate of \$.50 cents per mile, or as shown on the district travel chart.

MISD will reimburse for mileage to and from the point of destination. Incidental mileage incurred while at the destination may be included, subject to the following:

- Incidental includes mileage required as a part of the business purpose of the trip.
- Incidental mileage may not include mileage incurred going to eat or for any personal reasons.
- Incidental mileage must be approved in advance by your supervisor.

Travelers should select the shortest route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.

The campus should be used as the point of departure if the employee leaves from the campus and should be used as the final destination if the employee returns to the campus.

### **Travel**

The following maximum meal and lodging reimbursement rates apply to in-state and out-of-state travel. Overages can only be paid from general or activity funds. Rates should never exceed conference rate for hotels.

### ***In-State Travel***

The Federal Rate Schedule will be used for reimbursement of in-state lodging expenditures. Because the reimbursement rates can change, it is recommended that travelers print the page at the time the reservation is made and submit the printout with the travel reimbursement voucher as a supporting document.

If the city or county to which you are traveling is not listed, use a city on the Schedule that is comparable to and in close proximity to the destination. Otherwise, use the standard maximum rate of \$94 for lodging.

Maximum allowable rates for meals are: \$8 for breakfast; \$13 for lunch; and \$25 for dinner, for a total of \$46 per day.

### ***Out-of-State Travel***

An employee who travels within or outside the continental United States shall be reimbursed for the actual cost of lodging and meals not to exceed the maximum meals and lodging rates based on the federal travel regulations and issued by the Texas Comptroller of Public Accounts.

If the out-of-state city to which you are traveling is not listed on the Federal Rate Schedule, find what county the city is in and use the rate for that county

### **Hotel Taxes**

School districts are usually exempt from Texas state sales tax on lodging but are not exempt from any city taxes or other taxes imposed for lodging. Employees may be reimbursed for applicable taxes over and above the amount listed in the rate schedules for lodging.

### **Meals**

Employees may claim reimbursement for any meals that were reasonably necessary for the travel, subject to the maximum allowable rates. Reimbursements should not be claimed for meals when the employee had the opportunity to eat at a conference-provided meal, complimentary breakfast, or other provided meals. Example, if the conference includes breakfast and lunch the maximum per diem for the day is only \$25.00 for the evening meal. Also on the first day of travel if you are not required to leave before lunch, the maximum amount for reimbursement that day is only the amount for the evening meal. District credit cards are not to be used to pay for employee travel meals.

### **Day Trips**

An employee who travels outside McLennan County may be reimbursed for the actual cost of the employee's meals, not to exceed the maximum allowable rates for the meals for which they were eligible. ***Travel must be more than six consecutive hours.*** Meals incurred in connection with a business meeting are not limited by this provision.

### **Costs In Excess of Maximum Allowed Amounts**

The maximum meal and lodging reimbursement rates apply to reimbursements paid with federal or state grant funds. In rare cases, it may be necessary to incur costs in excess of these rates. The excess

costs may be reimbursed with local funds if they were approved prior to travel by an assistant superintendent or the Superintendent and the excess will be charged to that department's budget.

**Tips** are not allowable expenditures in federal & state grants; however, may be charged to the district budget. Tips should be reasonable.

## **Travel Documentation**

Travel costs must be properly documented to be reimbursable. The employee must request prior approval from supervisor before any travel arrangements/payments are made, evidence of such is proved by the approval on the Travel Form in Pre Travel Approval area.

Reimbursement will be for travel costs on a properly completed Employee Travel Request and Approval Form. Documentation **must include Conference Agenda** attached and complete all fields should be completed.

- Employee ID#
- Campus/ Dept.
- Destination City/State name of Conference purpose of the trip
- Dates of travel: leave & return
- Time of departure & return, note if registration is from 3pm -5pm and if it is a 2 hour drive the earliest your leave time can be is 1:00 pm - same with return when conference ends
- Beginning and ending odometer readings from city to city, or electronic mapping printout
- Actual amount expended on lodging per day, with a detailed receipt attached (may not exceed the maximum allowable)
- Actual amount expended on meals, with a detailed/itemized receipt attached (may not exceed the maximum allowable)
- Actual amount expended on public transportation, such as taxis and shuttles, with receipt attached
- Actual amount expended on a rental car, with receipt attached and justification for why a rental car was necessary and how it was more cost effective than alternate transportation ; receipts for any gasoline purchased for the rental car must be attached (mileage is not reimbursed for a rental car – only the cost for gasoline is reimbursed)
- Actual amount expended on incidentals, such as hotel taxes, copying of materials, and other costs associated with the travel if pre-approved
- There are occasions when receipts may not be feasible to obtain, or were not obtained through no fault of the employee, such as parking meter (you can use your phone to take a picture of it and include a note as to the receipt(s) that were not available
- Conference Agenda attached to request
- Reimbursement request must be submitted to campus/department secretary within 5 business days of the completed travel. Secretaries are to have them to Finance within 10 business days of the completed travel.

Website Travel reimbursement rates can be found at <http://www.gsa.gov/portal/category/100120>

**Advances**

Travel advances will not be made because of the time and effort required to account for them. Employees will be reimbursed once they return from their trip and proper documentation is submitted to the business office.

**Student Travel****Meals**

Student maximum meal allowance is \$7.00 for breakfast, \$10.00 for lunch, and \$12.00 for dinner. When staff and/or sponsors are traveling with students their maximum meal allowance is the same as the students and their meals are a part of student travel expense.

**Travel**

Student Travel must adhere to all local and legal board policies.