



# Travel



# IN DISTRICT TRAVEL

## **Campus to Campus**

Hays CISD will reimburse for mileage at the [GSA Mileage Rate](#) for campus to campus travel. Please use the Local Travel Report along with the Campus to Campus mileage chart to request reimbursement.

## **Non-Campus to Campus Travel Local Travel**

Hays CISD will reimburse for mileage at the [GSA Mileage Rate](#) for travel within a 50 mile radius from the Hays CISD administration office. The 50-mile radius includes travel to Austin, Round Rock, Georgetown, Taylor, Marble Falls, Elgin, Bastrop, Smithville, Flatonia, Gonzales, La Vernia, New Braunfels, Schertz, Blanco, Johnson City, and so forth.

Travelers may claim mileage based on actual, point-to-point odometer readings or by using the mileage calculated from an online mapping source. Driving directions from an electronic mapping source should be attached to Local Travel reports in either case (such as that on [www.MapQuest.com](http://www.MapQuest.com) or Google Maps). Mileage to or from the location should be calculated from the traveler's work location\*.

\*Exception: If you are traveling from home on a work day and the travel route includes part of your daily commute, use your work location as a starting point. For example, a traveler lives in San Marcos and works at the Hays CISD central administration building. The conference is in Austin. The miles between San Marcos and the central admin building are miles that would have been driven on a work day anyway, so they cannot be claimed. If the travel occurs on a non-work day, then all the miles may be claimed.

## **Travel Stipend for Local Travel**

Employees who receive a Travel Stipend will not be reimbursed for mileage within the 50 mile radius from the Hays CISD administration office.

Incidentals such as parking, can be reimbursed and should be requested on the Local Travel form, please include event information when requesting such reimbursements

# Pre-Approval – ALL TRAVEL

**ALL TRAVEL**, Out of District or Out of State, must be Pre-Approved. The employee will fill out the Pre-Approval portion of the Hays CISD Travel Report and have the required approval signature before any travel arrangements are made.

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

All out-of-state travel must be approved in advance by the Superintendent. To obtain approval, the employee should submit the Out-of-State Travel Authorization Form to their principal or director for approval. The principal or director should then route the form as follows:

- Executive Director
- Assistant Superintendent of Curriculum & Instruction for instructional staff or Deputy Superintendent for operations staff
- Superintendent

Submit forms no less than six weeks prior to the expected trip departure date. A copy of the approved Out-of-State Travel Authorization Form should be attached to the Out-of-District Travel Form and submitted to the Financial Services office with travel reports.

## **Travel Paid with Federal Funds:**

**See the EDGAR – State and Federal Grants Manual for more details**

If travel is being paid with federal funds, the principal or director shall confer with the Director of Federal Programs to insure that the expenditure is in compliance with the program guidelines before any commitments are made by the traveler.

Additionally, all Out-of-District Travel Forms and supporting documentation, whether for travel final travel or reimbursement, must be submitted to the Director of Federal Programs for approval. A complete conference brochure must be submitted with the Out-of-District Travel Form. Once approved, the form and supporting documentation will be forwarded to the Financial Services office for further processing. Submit travel approval requests no less than six weeks prior to the expected trip departure date.

Federal program guidelines may be more restrictive than local policy and only allowable costs will be charged to federal funds. Any additional costs allowable under local policy may be charged to local funds at the discretion of the principal or director.

# OUT-OF-DISTRICT TRAVEL

Hays CISD will pay for reasonable expenses incurred for **approved** Out-of-District travel. Out-of-District travel is any travel beyond a 50-mile radius of the Hays CISD administration office. All travel within the 50-mile radius is considered local travel and mileage should be reported on the Local Travel Report Form.

Employees may request reimbursement for approved travel by submitting the Out-of-District Travel Form in one of the following ways:

**Reimbursement Only** – The employee pays all expenses for the trip out of pocket. **(Pre-Approval is still required, without Pre-Approval reimbursement will not be paid.)**

Reimbursement is requested after the trip is complete by submitting the Out-of-District Travel Form, along with all required documentation. Reimbursement Only travel reports must be submitted within five (5) business days of the last travel day to the campus or department Secretary/Bookkeeper.

**Final Travel Report** – The employee must submit a Final Travel report reflecting all expenses, all required documentation to the District within five (5) business days of the last travel day to the campus/department Secretary/Bookkeeper.

All travel reports, whether requesting reimbursement or a final travel must be completed and submitted **within five (5) business days** of the last travel day to the campus or department Secretary/Bookkeeper. The employee should give the completed report and supporting documentation (i.e. receipts for hotel expenses, rental car invoices, and transportation services) to the campus or department secretary/bookkeeper for review. The secretary/bookkeeper will submit the report and documentation to the Financial Services office for payment **within five (5) business days** from date of receipt of Travel form.

**The Out-of-District Travel Form:** and detailed instructions can be found on the District's website under **File for Download \* Financial Services \* Travel Forms**. All forms should be completed as directed and submitted with the required documentation. Incomplete, unsupported forms may be returned for more information and this will cause a delay in payment.

Campus/departmental secretaries/bookkeepers should review travel forms submitted to insure all travel is within the district guidelines and sign the travel form in the space provided before submitting it to the principal or director for approval.

**Reimbursement Only Travel Report:** The Reimbursement Only option can be selected on the Out-of-District Travel Form to pay employees for travel expenses when the employee has paid some expenses from their personal funds. The employee must submit a completed travel report along with all required documentation to their campus or department secretary/bookkeeper within five (5) business days of the last travel day. Failure to submit the reimbursement report in a timely manner may result in denial of the expenses.

### **Final Travel Report:**

Everyone MUST complete a Final Travel Report within five (5) business days of the last day of travel. Failure to submit the Final Travel report in a timely manner may result in the employee not being reimbursed for any out of pocket expenses they may have incurred and future travel denied.

The employee is responsible for insuring all required travel forms and supporting documentation are completed and submitted within five (5) business days of the last travel day to the campus or department Secretary/Bookkeeper. This responsibility may not be delegated.

### **Tax Exemption:**

It is the employee's responsibility to take the appropriate tax exemption forms. HCISD is a tax exempt organization and does not reimburse for taxes.

Texas Hotel Occupancy Exemption Certificates exempts HCISD from the State of Texas tax and it is available on the District's website under File for Download- Finance- Forms & Publications- Travel Forms

Texas Sales & Use Tax Exemption Certification will be necessary *in addition to* the Texas Hotel Occupancy Exemption Certificate for services such as parking and internet usage. The form is available on the District's website under [File for Download- Finance- Forms & Publications- Travel Forms](#)

### **Hotel:**

Hotel reservation should be made through the campus/department secretary/bookkeeper using the District Travel card, however the traveler may need a personal credit card to present at the hotel for incidentals if the traveler knows in advance they will be requiring services such as room service, laundry service, movies, phone calls, etc. they will have to provide a person credit card as these charge are not reimbursable.

**Hotel Rates:** Hays CISD qualifies for a government rate (see the [GSA Hotel Rates](#) website) and this rate should be requested if offered by a hotel. Remember, room rates should be reasonable – don't stay at the Ritz when a more moderate hotel will do. If this hotel is the "conference" hotel or is included in the list of "recommended" hotels, attach conference literature confirming this information.

### ***The District does not allow lodging in the Austin/San Marcos***

**Hotel Receipts:** Original, itemized receipts will be required as documentation. Credit Card slips are not considered adequate receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the traveler and due, within 30 day of the purchase, to the business office.

The hotel receipt must be in the name of the employee claiming the expense on their travel report.

Allowable costs generally include the room rate, allowable taxes (not Texas state tax), internet, and hotel parking. Costs such as laundry, movies, phone calls, etc., will not be paid by the District.

***\*\*Be sure to present both the occupancy tax form and the sales and tax use forms to avoid paying unallowable taxes. Travelers will not be reimbursed for taxes which could be prevented by presenting these forms.***

**Hotel Rate for Grant Funded Travel: See the EDGAR – State and Federal Grants Manual for more details.**

Hotel rates for federal and state grants are generally limited to \$85 per day, per person in Texas. If the hotel cost is more than allowed by the grant, a local budget code may be used to cover the excess costs, if approved by the principal or director. All travel funded through federal grants must be approved in advance by the Director of Federal Programs.

**Meals:**

**Meal Expenses for Overnight Travel:** Meals will be reimbursed at actual cost of meals, not to exceed the GSA Per Diem rate. See below for day of departure and return time cost allocations.

For current rates on meal per diem please refer to the GSA website [GSA Meal Per Diem](#) website.

If conference fee includes meals or hotel provides breakfast, there will be no meal reimbursement for those meals

**On the day of departure:**

- Breakfast is not allowed on the day of departure.
- If you leave between 8:01 am and 12:00 noon, you are entitled to lunch and dinner.
- If you leave between 12:01 pm and 8:00 pm, you are entitled to dinner.

**On the day of return:**

- If you return prior to 11:30am, you are entitled to breakfast.
- If you return between 11:31 am and 8:00 pm, you are entitled to breakfast and lunch.
- If you return after 8:01 pm, you are entitled to a full day meal cost.

Alcoholic beverages are not reimbursed by Hays CISD.

**Non-Overnight Travel Meal Reimbursement:** Meal Reimbursement for Non-overnight is not allowed.

**Meal Per Diem- Grant Funded Travel**

**See the EDGAR – State and Federal Grants Manual for more details.**

**Mileage:**

The District pays the approved State of Texas mileage rate for use of your personal automobile see the [GSA Mileage Rate](#) website for rates. Travelers may claim mileage based on actual, point-to-point odometer readings or by using the mileage calculated from an online mapping source. Driving directions from an electronic mapping source should be attached to travel reports in

either case (such as that on [www.MapQuest.com](http://www.MapQuest.com) or Google Maps).

Mileage to or from the event location should be calculated from either the traveler's home or work location. Use the point where you actually began and ended travel.

Exception: If you are traveling from home on a work day and the travel route includes part of your daily commute, use your work location as a starting point. For example, a traveler lives in San Marcos and works at the Hays CISD central administration building. The conference is in Austin. The miles between San Marcos and the central admin building are miles that would have been driven on a work day anyway, so they cannot be claimed. If the travel occurs on a non-work day, then all the miles may be claimed.

#### **Car Rental:**

Rental cars may be needed if the hotel is a long distance from the conference site and shuttles are not provided from the hotel or taxi fare would be costly. A rental car may also be needed if visiting schools or other sites is part of the trip itinerary.

Rental Car reservation should be made through the campus/department secretary/bookkeeper using the District **Purchasing** card or Purchase Order.

Travelers cannot claim mileage if a rental car is used. Only the cost of gasoline purchased for the rental car may be reimbursed based on actual costs. Receipts for both, the car rental and fuel, will be required for documentation. Credit Card slips are not considered adequate receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the traveler and due, within 30 day of the purchase, to the business office.

#### **Parking:**

Parking will be reimbursed based on actual costs. Receipts will be required for documentation. If unable to obtain a receipt, the charges may become the personal responsibility of the traveler and due, within 30 day of the purchase, to the business office.

#### **Airfare:**

Airfare should be secured through the campus/department secretary/bookkeeper using the District Travel card. The most economical airfare available should be selected for the schedule that best meets needs. Upgrades will not be paid by the District

#### **Bus/Taxi/Shuttle:**

Transportation services by bus, taxi, shuttle, etc., will be reimbursed based on actual costs. Receipts will be required for documentation. If unable to obtain a receipt, the charges may become the personal responsibility of the traveler and due, within 30 day of the purchase, to the business office

#### **Student Travel Funds:**

Employee's traveling with students may request additional funds for student expenses on the Student Travel form. The requested funds must be for students only. Other Hays CISD employees traveling with the group must submit their own travel form to request funds for the trip.

**Student meals may be advanced or reimbursed following the same guidelines as employee per diem.** However, the principal or director may pay a lesser amount for student meals at their discretion.

**Other Costs:**

Other allowable costs may arise and may be claimed by providing a description of the cost and a receipt. Travelers are also allowed to claim expenses for which no receipts were obtainable, up to \$5 per day. Examples include parking meter, tips for parking attendants or tips for baggage handling, etc.

**Registration fees will not be reimbursed on a travel form. Registration fees should NOT be paid directly by the employee.**

Registration should be secured by the campus/department secretary/bookkeeper using the District **Purchasing** Card.

Items purchased at a conference ***will not*** be reimbursed on a travel form. Purchasing policy applies to purchases made at a conference and an approved purchase order must be in place before any goods or services are acquired.