

BANDERA INDEPENDENT SCHOOL DISTRICT
2008-2009
TRAVEL PROCEDURE MANUAL

OVERVIEW

Travel expenses are the ordinary and necessary expenses of traveling away from home for work. The IRS defines traveling away from home if your duties require you to be away from the general area of your place of work substantially longer than an ordinary day's work, and you need to get sleep or rest to meet the demands of your work while away.

EMPLOYEE TRAVEL

All employee travel must be **pre-approved** by campus administration, regardless of whether or not an advance is desired. An employee requesting travel and subsistence must fill out a travel request form and submit to the Business Office **ten days prior to travel**.

Registration: A registration form must be attached to the travel form. It is the responsibility of the employee to make sure they are registered on time.

Lodging: School districts are exempt from Texas state sales tax on lodging but are not exempt from city taxes or other taxes imposed for lodging. Allowance for lodging is \$85 per day not including applicable taxes. An employee may request the district to issue a check payable to the hotel ten days in advance of the trip.

Reservations – The employee is responsible for making reservations. The reservation number must be included on the travel request form. When making reservations, please advise the hotel that you are eligible for the STATE RATE.

Meals:

Overnight Trips - An employee may request the daily per diem of \$36 for overnight trips ten days in advance of the trip.

Day Trips - The IRS views meals for day trips as taxable income and must be processed through payroll. An employee will not be reimbursed for meal expenses if the employee is gone for fewer than six consecutive hours. Original receipts must be attached to travel request form. Gratuities and purchases of alcoholic beverages are not reimbursable.

- ◇ Breakfast (leave before 6:00 a.m.) \$8
- ◇ Lunch (leave before 11:00 a.m. and return after 5:00 p.m.) \$12
- ◇ Dinner (arrive back to Bandera after 8:00 p.m.) \$16

Meals will never be reimbursed when purchased and/or consumed in Bandera. Meals purchased for others, including consultants, will not be reimbursed unless with the prior written approval of the Superintendent.

Mileage: Trip request must be submitted to the transportation department three

weeks in advance. Employees that are not granted a school vehicle are eligible to be reimbursed \$.50 cents per mile. Mileage reimbursement is based on the most cost-effective route between the origin and the final destination. If more than one employee is attending the same event, only one vehicle per event is allowed for mileage expenses.

District vehicles:

- ◇ Smoking is prohibited while using a district vehicle
- ◇ No personal errands in a district vehicle
- ◇ Remember that you are representing Bandera I.S.D. so aggressive driving is not allowed
- ◇ All traffic citations in district vehicles are the responsibility of the driver

Parking: Parking fees are not advanced prior to the trip. Valet parking is not allowed. Parking fees will be reimbursed with original ticket.

All receipts must be turned into the business office within 10 business days of completion of travel. If receipts are not submitted, or travel is not verified and reconciled, the traveler will be responsible for reimbursement for all expenses previously paid by the district.

STUDENT TRAVEL

All student travel must be **pre-approved** by campus administration, regardless of whether or not an advance is desired. An employee requesting student travel and subsistence must fill out a travel request form and submit to the Business Office **ten days prior to travel.**

Registration, Lodging and district vehicles are same as employee travel.

Meals:

- ◇ Breakfast (leave before 6:00 a.m.) \$4
- ◇ Lunch (leave before 11:00 a.m. and return after 5:00 p.m.) \$6
- ◇ Dinner (arrive back to Bandera after 8:00 p.m.) \$8
- ◇ Student Meal Form must be signed and returned to Business Office

In transporting students, NO private vehicle should be used. The correctly completed form must be submitted at least 10 business days prior to the actual date of travel to allow the business office to prepare checks or purchase orders as appropriate. Forms not completely and correctly prepared will be returned to the sponsor without action. All approvals must be obtained and submitted with the form prior to processing.

REIMBURSEMENT FOR TRAVEL NOT TAKEN

If an employee is not able to attend scheduled travel, the employee is responsible for canceling reservations prior to the time an actual expense is incurred. The district will not reimburse employees for out of pocket travel expenses, unless the travel is cancelled at the direction of the Superintendent due to the needs of the district. In such an instance, the district will only reimburse charges incurred and previously paid by the employee. For example, the district will reimburse lodging expenses if the Superintendent made the decision for an employee not to attend; and it was too late to cancel a lodging reservation without incurring an expense. An employee unable to attend travel for personal reasons is personally responsible for any expenses previously paid by the district.

TRAVEL REQUEST FORM

NAME:	CAMPUS:
DEPARTURE DATE:	RETURN DATE:
DEPARTURE TIME:	RETURN TIME:
NAMES OF OTHER EMPLOYEES/STUDENTS ATTENDING: (Attach additional sheet if necessary)	

REGISTRATION:	The registration form MUST be completed and attached to this form. Business Office will mail registration form and check (or) purchase order.			
PLEASE MAKE CHECK PAYABLE TO:				
ADDRESS				
CITY, STATE, ZIP				
AMOUNT: \$	CK #	PO #		

ACCOUNT CODE:

LODGING:	This check will be returned to the employee to be hand delivered to the hotel. Employee is responsible for making hotel reservation.			
PLEASE MAKE CHECK PAYABLE TO:				
ADDRESS				
CITY, STATE, ZIP				
# of rooms	# of nights	Total \$	X city tax rate	= \$
Maximum daily rate \$85		Hotel Confirmation #:		

ACCOUNT CODE:

MEALS:	STUDENT MEALS	# of Nights	X # of Students	TOTAL	STAFF MEALS	# of Nights	X # of Sponsors	TOTAL
Breakfast	\$4.00			\$	\$8.00			\$
Lunch	\$6.00			\$	\$12.00			\$
Dinner	\$8.00			\$	\$16.00			\$
TOTAL:	\$18.00			\$	\$36.00			\$

ACCOUNT CODE:

MILEAGE:	Mileage cannot be advanced prior to travel taken. Mileage will be reimbursed upon completion of travel reconciliation. An odometer form must be completed and attached to reconciliation for reimbursement purposes.
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Miles _____ x \$.50 = \$ _____

EMPLOYEE SIGNATURE DATE ADMINISTRATOR DATE BUS. OFFICE DATE
(This form must be turned in within 10 business days of travel taken.)