

TRAVEL REQUEST PROCEDURES MANUAL



AUGUST 2010

**BARBERS HILL
INDEPENDENT SCHOOL DISTRICT**

BARBERS HILL INDEPENDENT SCHOOL DISTRICT TRAVEL REQUEST FORM PROCEDURES MANUAL

1. Prepare a *Travel Request Form* to be submitted for Purchase Order entry when requesting an advance or reimbursement for:
 - a. A meal allowance, not to exceed the Board approved rates, for meals that are not already provided for you or your students at your destination;
 - b. Mileage driven in your personal auto, if a school vehicle is not available. Other business travel related expenses are reimbursable such as parking fees and toll road charges. **[Before traveling, inquire with the Transportation Department as to the availability of a school vehicle for your trip.]**
 - c. Other reasonable expenses incurred while conducting school business such as registration charges, membership dues, reference materials, field trip fees per person, etc.; (see 2.e. below)
 - d. Reasonable lodging costs for yourself, co-workers or students. **When reserving a room or rooms, request the “State of Texas Contract Rate.”** If the hotel does not offer the State rate, you may go to www.window.state.tx.us/procurement , click on State Travel Management Program, then click “Hotel Directory” for a listing of hotels offering State rates.
2. The Travel Request Form should be completed for pre-authorized school business trips as follows:
 - a. Enter the staff person or persons’ name(s), trip destination and reason for trip.
 - b. Enter the current date, date and time of departure, and date and time of return.
 - c. Under “Meals,” enter separately the total number of breakfasts, lunches and dinners that will elapse while away on school business and that are not provided for you at your destination, as follows:
 1. Meals for adults.
 2. Meals for students, if it is for a co-curricular and/or school sponsored trip.
 - d. Under “Transportation,” enter the number of miles that you estimate driving or those you actually drive in your **personal car** from the school premises to your destination and back to the school premises, as well as any other customary and reasonable transportation expenses related to your business trip such as parking fees and toll road charges supported by attached receipts. Attach support from MapQuest reflecting the round trip miles traveled. The school will not reimburse you for commuting miles driven from your home to the school premises and back.
 - e. Under “Other Expenses,” enter other customary and reasonable expenses such as registration charges, membership dues, reference materials, field trip fees per person, etc., supported by attached receipts.
 - f. Under “Lodging,” enter total number of rooms required, total number of nights away from home, and room rate (include any city tax applicable) per night for estimated or actual lodging costs.

- g. Calculate across the page for the total dollar amounts to be advanced for each expense category or enter the total amount actually spent and reimbursable.
 - h. Under "Budget Account Number(s)," enter a budget account number for each group of expenses or if all costs will be charged to one account number, enter that code on the last "Budget Account Number" line of the form.
3. **Travel Request Forms should be signed by the staff person and supervisor and then entered into the Purchase Order system by account number only. (i.e. if all travel expenses are charged to one account number, then only one entry with a brief summary of the reason for the travel expenses is necessary on the purchase order)** The Travel Request Form should then be forwarded to the Business Office as support for the Purchase Order. Each purchase order requesting money for meals, lodging, mileage or other business trip expenses shall be supported by an itemized Travel Request Form. Therefore, if there are multiple vendors on one Travel Request, enough copies should be sent to the Business Office to accommodate each vendor. (i.e. copy for hotel, copy for meal reimbursement, copy for registration – 3 copies needed)
4. When travel money is requested **BEFORE** the trip:
- a. The Travel Request Form should be completed and signed, and entered as a Purchase Order at least two weeks prior to the date of departure and sooner than that if lodging or registration must be pre-paid for reservations. Rarely is a **RUSH** request justified for travel advances or reimbursements. If abused, the employee or his or her supervisor may be prohibited from any future travel advances and additional action may be warranted.
 - b. The employee should provide documented support with the original Travel Request for travel money advanced for registration charges, membership dues, field trip fees and other pre-paid expenses.
 - c. Per Diem allowances for meals and mileage are approved by the school board and shall not exceed the rates allowed by the General Appropriations Act of the State of Texas. Complete and proper documentation (i.e. meal receipts) is not required to support per diem allowances unless specifically requested by the Superintendent or designee. The per diem rates are stated on the Travel Request Form for students and adults.
 - d. If the original advance is sufficient to cover all reasonable and necessary travel expenses, a proper accounting and documentation of the advance must be made when returning from the trip. **ALL** receipts, tickets and other documentation supporting the use of the money advanced **MUST** be submitted to the Business Office when the employee returns from the trip. (excluding per diem allowances mentioned above)
 - e. If the original advance exceeds the amount necessary to cover all reasonable and necessary expenses, then the excess money along with all receipts, tickets and other documentation **MUST** be submitted to the Business Office when the employee returns from the trip. The employee is responsible and liable to the School for returning the unused money and any money returned will be restored to the applicable budget account. **If receipts and excess money are not returned soon after arriving back to school (within five business days), the employee may be prohibited from any future travel advances and additional action may be warranted.**

- f. If the original advance was not sufficient to cover all reasonable and necessary expenses, then the employee must submit an additional Travel Request Form to be entered as a new Purchase Order showing the amount owed to the employee. Appropriate receipts and documentation supporting the reimbursement request must be attached. **Reimbursement may not be made if it is deemed that the expense was not customary, necessary or reasonable in conducting school business, or if the proper receipts or documentation are not submitted to support the reimbursement claim.**
 - g. For **MEALS** where the amount actually spent exceeds the allowance authorized by the school board, **no additional reimbursement may be granted.** If the employee paid for the meal of a guest or guests while conducting school related business, the purpose and persons involved are documented, the cost of said meal is reasonable and customary, and the expense is approved by the employee's supervisor and the Superintendent, then reimbursement for an amount exceeding the allowance may be granted.
5. As a courtesy for employees traveling a long distance and staying overnight, a school gasoline credit card may only be checked-out from the Business Office if:
- a. The employee is traveling over 200 miles one-way;
 - b. The employee has not received a travel advance for mileage;
 - c. A school vehicle is being driven; and/or
 - d. The employee is staying overnight.

The school gasoline credit card may not be used to purchase gasoline or any other items for an employee's personal vehicle or for an employee's personal use.

6. **Field Trips** – if a campus has a contract with a museum, amusement park or other such field trip destination place, the contract should be attached to a signed Travel Request Form that specifies the number of students and adults traveling and other expenses related to the field trip. (See section 2 above)
7. **Membership Dues** – the District may pay for dues to education-related organizations for certain employees as authorized by the Superintendent. Membership in an organization must be deemed necessary for conducting school business on behalf of the District. The membership form or contract should be attached to a signed Travel Request Form that specifies the amount of the dues and the name of the organization. (See Section 2 above)
8. When reimbursement of travel costs is requested and no money was advanced prior to the trip:
- a. The employee must complete a Travel Request Form and attach to it all receipts, tickets and other documentation necessary to properly support the amounts being requested for reimbursement and submit it for Purchase Order entry. The Travel Request and attached receipts should be forwarded to the Business Office.
 - b. **Reimbursement may not be made if it is deemed that the expense was not customary, necessary or reasonable in conducting school business, or if proper receipts or documentation are not submitted to support the reimbursement claim.**