DEE R-1 Employee Travel Guidelines

BRAZOSPORT ISD

ADMINISTRATIVE REGULATION

Contact: Director of Finance

Persons authorized to travel for business and educational purposes on behalf of Brazosport ISD shall be reimbursed for all usual and reasonable travel related expenses made on behalf of and in connection with District business according to District rates. The processes established herein have been developed on the premise that person will use good judgment and prudence in the expenditure of District funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements, and services in accordance with the needs of the trip. All travelers, as well as supervisors approving travel, are responsible for compliance with the procedures and guidelines herein. Requests for exceptions to these procedures must be made in writing prior to taking the trip and signed by the Chief Finance & Governmental Affairs Officer.

Principal/Directors Responsibility:

Principals and Directors have the following responsibilities prior to authorizing travel:

- Ensure funds are available based upon estimated travel costs
- Ensure that the individual is informed of these procedures
- Contact Director of State and Federal Programs at least two weeks prior to travel that is funded with federal funds.
- Ensure that the most cost effective means for travel is being used (if more than one employee is traveling to the same destination, arrangements have been made to carpool and share accommodations)
- If traveling to a conference, a copy of the conference brochure must be attached to the Credit Card Request and the Employee Reimbursement in TEAMS.
- Travelers must stay overnight to be eligible for meal reimbursement
- Advances for meals and mileage for overnight stays will NOT be allowed
- Once employee returns from the trip, submit receipts/documentation to Department or Campus Administrative Assistant/Secretary. The Administrative Assistant/Secretary will create an employee reimbursement.
- All overnight travel must be approved by the campus cabinet level supervisor in advance of the trip.
- All out of state travel must be approved by the Superintendent in advance of the trip

Authorized Mode of Transportation:

The mode of transportation is the option of the participant. However, the maximum travel time allowable is one day prior to and one day following the convention/conference and should be the most cost effective mode. The maximum allowable for travel to a convention/conference may not exceed the amount of the standard airline fare to that location.

- AIRFARE: Special discounted fares should be used when available and trips should be planned far enough in advance to qualify for the discounted fares. If airfare is purchased over the Internet, the confirmation printout must be submitted to Department or Campus Administrative Assistant/Secretary to show that the employee paid for the ticket on their personal credit card. First-class airline travel will NOT be permitted.
- DISTRICT OWNED VEHICLE: When available, a district owned vehicle should be utilized for out of district travel at no cost to the campus or department budgets. The transportation department has several vehicles that are available for out of district travel use. Please contact the BISD Transportation Department at 979.730.7000 ext. 37200 to check availability.
- PERSONAL VEHICLE: Mileage for a personal vehicle will be reimbursed only if a District vehicle is unavailable and/or documented by other circumstantial need. An estimated mileage (based on Mapquest or equivalent or **BISD Mileage Chart**) must be attached to the TEAMS Employee Reimbursement. The rate of reimbursement for the employee's personally owned vehicle is the TEA approved rate. All necessary tolls and parking fees will be reimbursed with appropriate itemized receipts. Generally, whether using a personal vehicle or a District vehicle, if two or more employees from the same campus/department are going to attend the same function, on the same date and time, they should make arrangements to carpool together. The employee's immediate supervisor must approve exceptions to this reimbursement rule prior to travel.

Lodging:

Lodging rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting, transportation costs, time, and other relevant factors. Double occupancy of rooms should be utilized whenever possible. When sharing a room, please state in the credit card request notes who is sharing the room. Travelers staying at a hotel within the state must obtain and submit to the hotel a **Hotel Occupancy Tax Exemption Form** at the time of check in to qualify for State tax exempt status.

The maximum lodging rate that can be paid out of **federal/state funds** cannot exceed the Federal per diem rates **http://www.gsa.gov/travel/plan-book/per_diem_rate** for that city per night plus applicable taxes per person. Any amount over the Federal per diem rate for that city MUST be covered out of the General fund (199).

To reduce employee out of pocket costs, a District Travel Card should be utilized to pay for accommodations. The Finance office will provide all necessary documentation to the traveler upon card pick up.

If an employee chooses to pay for lodging the reimbursement will be processed through an employee reimbursement.

- The itemized receipt must be submitted to the Department/Campus Administrative Assistant/Secretary to process the reimbursement; a credit card receipt will NOT be considered a receipt.
- State tax will NOT be reimbursed.

- Telephone calls, room service, movies, games, tips, or any other charges to the room will NOT be reimbursed.

Parking:

Parking will be paid through an employee reimbursement. Submit the receipt to Department/Campus Administrative Assistant/Secretary to process an employee reimbursement .

Meals:

Reimbursement for meals will not be allowed unless there is an overnight stay. Reimbursement from local, federal/state funds for meals are based on actual itemized out of pocket expenses up to:

- $8.00 for breakfast,
- $12.00 for lunch,
- $16.00 for dinner.

All Receipts must be sorted by day and detailed on the Meal Summary Form. Submit to Department/Campus Administrative Assistant/Secretary to process the employee reimbursement .

Alcoholic beverages may not be consumed during regular business hours when on official school business travel and will not be reimbursed.

Meal reimbursement for departure and return days:

- Breakfast - trip commence before 7:00 AM
- Lunch - trip commences before 11:00 AM
- Dinner - trip ends after 6:00 PM

After Returning from Trip:

It is the responsibility of the employee:

- to submit to their Department/Campus Administrative Assistant/Secretary the original receipts for reimbursement.
- to include a copy of proof of conference attendance (example would be conference completion certificate or name badge), itemized hotel receipt, itemized meal receipts, baggage receipts, and any other applicable receipts.
- submit all information to Department/Campus Administrative Assistant/Secretary within 10 days of returning from a trip.

The reimbursement should be processed within 30 calendar days of returning from trip. Missing documentation will delay travel reimbursement. Campus/Department Administrative Assistant/Secretary will process the reimbursement through TEAMS. The reimbursement will electronically workflow for appropriate approvals. All reimbursements will be in the form of a direct deposit using the employee's primary direct deposit account on file with the Payroll Office. The Business Office will initiate a direct deposit file for all approved requests on the 2nd and 4th Thursday of each month.

Failure to provide required documentation will result in not being reimbursed.