



FISD Travel Guidelines 2020/2021

General Information

- At least 10 business days before your travel, please send a completed Travel Request form with appropriate supporting documentation for the travel to the business office to request approval for ANY travel away from your regular business location. (Utilize the “In District Travel Report” form and the Mileage Guide on the FISD IntraNet for local mileage associated with regular local duties). The Travel Request form is utilized instead of a Purchase Order.
- Student travel will generally be from General Funds 199 and all travel will be in state unless approval is obtained.
- Student travel for post district level will only be paid for if the student qualified for the next level of competition.
- **Employees will not be allowed to utilize a district vehicle without an approved travel form.** Reimbursement after the fact for use of a private vehicle might not be approved after the travel.
- The Travel Request form should be used for on line registrations even though you are choosing not to physically travel to a different location for the training since TEA considers this a travel cost.
- Be sure to obtain receipts or bills for all lodging, parking, participation and registration fees, telephone, and public carriers (air fare, taxi, buses) for transportation. Employees traveling by air shall arrange for the most economical government rate airfare available after preapproval for air travel.
- Meal receipts are not required to support overnight employee meal reimbursement expenditures. IRS Publication 463 addresses these expenditures and the availability of an employee per diem without required receipts for meals. When you sign your completed travel form, you are attesting that you spent ALL requested funds on meals.
- Within **FIVE (5) business days after return** of travel, the employee is to sign the bottom of the Travel Request form indicating travel is complete and that all funds requested for meals have been spent accordingly. The employee is to attach all other bills and receipts and send to the Financial Assistant at the Central Office who handles travel requests.

Form Completion

- To locate the TRAVEL REQUEST form on the FISD IntraNet, click on Department - Business Office- Travel.
- Click on the title of the form, and it will open in MS Excel. Save it to your computer.
- In the colored boxes, key in the requested information. After you have completed the appropriate boxes on the form, review it. Ensure totals are accurate and the two totals in Sections V and VI agree. Ensure you have ample money in budget accounts; check with your school secretary if unsure of your travel budget balance.
- Print the form in black and white. Save copies of your travels to your computer if you like. Sign the form.
- Should you need a travel/PO number immediately due to registration requirements, please email (Steve Jacoby at stevej@fisd.org) or call (1023) for a travel number which you will write in the peach box that starts with a T at the top of the form.
- The appropriate budget account number must be shown on Travel Request forms. No travel shall be approved nor will reimbursement be paid in excess of approved budget allocations. Should you anticipate that Curriculum & Instruction will pay for the travel, contact that department for completion of the form. C & I personnel will sign off on all instructional related travel to ensure proper funding and purpose of travel. If Activity Fund or Boosters or PTO will pay for any part of the travel, please indicate so on the form.
- Employees may want to keep a copy of the request for their records. Employees who prepare their own Travel Request form should provide a copy to the applicable secretary so that they can record any necessary information.
- Attach support for travel (such as conference information, student listing, etc.) and any registration forms. Obtain fund administrator signature. The Principal at each campus is generally the fund administrator. If the Principal is not the administrator, they still must see the form to know that a campus employee will be off campus on a school day. We may contact you for additional information prior to travel processing.
- Upon receipt, the Financial Assistant who handles travel will process the travel. We will send a copy of the Travel Request to Transportation Department if FISD vehicles were requested. You are encouraged to contact the Transportation Department directly by email to reserve vehicles in advance. **Note that the Transportation Department will not release vehicles on the day of travel without a properly executed Travel Request Form.**
- The Financial Assistant will send copies of the final approved Travel Request form to employee(s) traveling who will be reimbursed and/or to the requestor of the travel. The signature line and amount to be reimbursed will be highlighted. Within 5 days after return from travel, complete the form by signing and completing the amount to be reimbursed, and return the form and any receipts to the Financial Assistant who handles travel.

Mileage and Parking

- Reimbursement for personal vehicle mileage will be paid on preapproved travel after travel is complete at forty cents (\$0.40) per mile based on the shortest practical route between Fredericksburg and the travel destination. Use an online driving directions mileage site for distance determination and/or see the FISD Mileage Guide.
- When several employees are traveling by car to the same destination, car-pooling at the rate of four (4) persons per car is required when practical (and more for the FISD mini-van or suburban). If an employee chooses to travel separately, they cannot be reimbursed for their mileage without prior approval.
- If an employee lives closer to the destination than their regular place of business, mileage is from their home location. If they live further than their regular place of business, mileage is from their place of business as the IRS dictates that your travel from your home to your business is your personal cost.
- Parking costs should be reasonable and necessary. Valet parking should not be used unless it is the only viable option. If staying overnight, parking should not be paid for twice (hotel and meeting location) if within walking distance. If the business charges separately for tax on parking, be sure to take the Sales Tax Exemption form.
- Toll charges for travel on toll roads often times are not known until after travel is complete. **Tolls are costly, so try not to use them. Only use toll roads if you are in your own vehicle and have a toll tag.** Fees for no tags are extremely high. Be sure to indicate on finalized travel form if you paid fees with your tag.

Overnight Travel (Lodging and Meals)

- When overnight lodging is required and approved, the District will reimburse for reasonable and customary costs only. As we are a state of Texas governmental agency, the Texas State Travel Guidelines or the Federal Travel regulations for maximum lodging rates are to be followed for overnight lodging. Certain locations are provided at higher rates. **Be sure to request the government rate for lodging.** (Check with Financial Assistant or <https://www.gsa.gov/travel/plan-book/per-diem-rates/fy-2018-per-diem-highlights>)
- Lodging is costly. When employee's or students share lodging, prorated cost of the room will be used in arriving at the total individual cost. Employees are encouraged to share with employees of other ISDs as well. Only in select and approved circumstances will FISD pay for overnight travel in a location under two hours away. This generally will exclude San Antonio and Austin and the accompanying area for overnight travel.
- Employees are encouraged to charge the hotel fees to their personal credit card since taking a check has inherent issues. Alternatively, you may be able to get a form from the hotel in advance to get preapproval for use of the FISD credit card that the school principal has available. An itemized paid hotel receipt is required. FISD payment for other costs such as movies, telephone calls, room service, mini-bars or internet services will generally not be approved or paid.
- A **Texas Hotel Occupancy Tax Exemption Certificate** must be given to lodging establishments for the exemption of Texas state taxes; employees cannot be reimbursed for these taxes. You can find this form on the FISD IntraNet under Departments - Business Office - Travel. When obtaining your bill at the end of your stay, please ensure Texas state taxes were not charged.
- **Employee meals will be reimbursed for trips requiring overnight travel only.** Eligible meal reimbursement is applicable when an employee is away overnight during the noted times and when a meal is not already provided. Eligible reimbursement for meal costs incurred during approved over-night travel shall be limited to the following (including tips):

Breakfast	\$6	(must leave before 6:00 a.m.)
Lunch	\$10	(must leave before 11:00 a.m. or return after 1:00 p.m.)
Dinner	\$14	(must leave before 5:00 p.m. or return after 7:00 p.m.)

If eligible for the entire \$30.00 amount for a full day of travel on an overnight trip, it may be used in different amounts for each meal; amounts greater than \$30 per day will not be reimbursed. Reimbursement will be made after employee travel is completed and the employee has certified on the travel form that they have spent all requested funds on meals.

Student Meals during Travel

- Meals may be paid (before or after travel) at a maximum of \$6 for each eligible meal for earned post district travel and overnight travel following the same time schedule as for employee meals.
- If students are given \$6 to spend on a meal, receipts are not required; however, students must sign next to their printed name on a list indicating they received the funds for that particular meal and date of travel. Any excess funds from advanced student meal funds (for students who did not travel) and the list must be returned to the Financial Assistant within 5 business days along with the completed and signed Travel Request form.
- If the coach/sponsor pays for all the meals, then a receipt must be obtained from the eating establishment and remitted. If the funds were advanced, excess funds must be returned promptly.
- If the meal was charged, then the coach/sponsor should obtain and remit the detailed bill from the restaurant.