

Mansfield Independent School District  
Business Procedures Manual  
Section 6  
Employee/Student Travel

**6.0 Employee/Student Travel Instructions**

**6.1 Employee Travel - General Instructions**

- 6.1.1 Advance approval must be obtained for attendance of conventions/conferences on a Travel Request and Reimbursement form. This form can be found at: [http://intranet.mansfieldisd.org/intranet\\_files/docs-forms.htm](http://intranet.mansfieldisd.org/intranet_files/docs-forms.htm).
- 6.1.2 Travel expenses are to be reported on a Mansfield Independent School District (MISD) Travel Request and Expense form. The following rules apply to all employees of MISD with reference to travel expense reports:
  - 6.1.2.1 Travel expenses must be in compliance with District Policy DEE (Local) and DMD (Local). Employees are expected to select the most economical and practical accommodations, arrangements, and services in accordance with the needs of the trip.
  - 6.1.2.2 The completed Travel Request and Reimbursement form should be submitted to the Business Office within ten (10) days of completion of the travel.
  - 6.1.2.3 Reimbursement will not be made unless all supporting documentation is in order.
  - 6.1.2.4 Each employee's Expense Report should include only his/her own expenses. Separate bills should be obtained whenever possible.
  - 6.1.2.5 Receipts for monies expended for railroad, air or bus transportation, hotel accommodations and registration are to be submitted with the Travel Authorization/Expense Report form as evidence of the expenditures.
  - 6.1.2.6 Travel within a sixty mile radius is considered LOCAL, and overnight lodging is NOT allowed unless a clear

need can be established and an Executive Council member approves the request.

6.1.2.7 Miscellaneous expenses for incidentals, amusements, valet parking (unless self-parking is not available), non-business telephone calls or any other unauthorized expense will not be approved for reimbursement.

6.1.2.8 The “Other” field on the Travel Request and Reimbursement form is for requesting reimbursement for baggage handling, toll road fees, taxi fares, etc., that are often associated with the conduct of official school business. Receipts are required.

6.1.2.9 If supplies and materials are anticipated to be purchased at a workshop or conference, this should be done through a purchase order made out to the employee prior to the conference at no more than \$200.

6.1.2.10 Membership dues included as part of the convention/conference registration are the responsibility of the individual employee unless membership: 1) involves student competition; 2) is one of the designated allowable dues on the business website; or 3) there is a registration fee reduction when two or more MISD representatives attend the same conference that equals or exceeds the membership dues.

6.1.2.11 **The last day to submit a Travel Request and Expense Reimbursement at the fiscal year end (August 31) is September 10th.**

## **6.2 Travel Request and Expense Reimbursement Form**

6.2.1 The Travel Request and Reimbursement form must be completely filled out.

6.2.2 Principals should forward their Travel Request and Expense Reimbursement Form to their Area Superintendent for approval, who then forwards the request to the Business Office for final approval and processing.

6.2.3 Travel using funds other than budgeted funds or activity funds (i.e. grants/special revenue funds), must have the approval of the administrator with jurisdiction over those funds prior to

forwarding to the Business Office for final approval and processing.

- 6.2.4 The budget number to be charged for travel expenses must be indicated on the Travel Request and Expense Reimbursement Form.
- 6.2.5 The appropriate administrator must indicate whether the travel request reimbursement is authorized 100% funding or less than 100%. If only limited funds are available, indicate the total amount to be reimbursed.

### **6.3 Travel Advances**

- 6.3.1 Travel advances are only allowed for student meals.

### **6.4 Registration Only or Registration and Mileage Only Expenses**

- 6.4.1 Submit the completed Travel Request and Expense Reimbursement Form approved by the principal/department head and administrator with budgetary authority, along with the documentation showing the amount of the registration fee, to the Business Office for approval. This form will be returned so that it can be included with the Check Requesting reimbursement or payment to the vendor.
- 6.4.2 For advance registration, submit a Check Request payable to the vendor along with the Travel Request and Expense Reimbursement Form, approved by the principal or department head, and the original and a copy of the registration form. This original registration form will be mailed with payment to the vendor. Indicate on the front of the Check Request that the registration form should be sent with the check.
- 6.4.3 If the employee has personally paid for the conference/workshop, request for registration reimbursement must be submitted on a Check Request along with the approved Travel Request and Expense Reimbursement Form, original paid receipt, and proof of attendance.
- 6.4.4 If the original paid receipt is not provided, proof of payment by a copy of the front and back of the employee's cancelled personal check or a copy of the employee's credit/debit statement showing the expense incurred by the traveler, a copy of the conference flyer (which shows the registration fee) and proof of attendance must be provided.

6.4.5 Registration through the Internet will need the same documentation as 4.3.1 above.

**6.5 Meal Allowances**

6.5.1 Reimbursement for meals will not be allowed unless there is an overnight stay or if sponsoring students.

6.5.2 Per Diem Amounts:

6.5.2.1 In-state - maximum allowable is actual costs not to exceed \$36.00 per day. Receipts are not required.

6.5.2.2 Out-of-state - maximum allowable is determined by the guidelines for each state, which can be accessed via the website: <http://www.gsa.gov/perdiem>, not to exceed the district limit of \$59. However, this website is subject to change. A copy of the applicable out-of-state per diem rate per the website must accompany the travel reimbursement form turned into accounts payable.

6.5.2.3 The following chart indicates departure and arrival times to and from MISD to calculate meal eligibility.

To Be Eligible For:	Leave Before and/or Return After			
	<u>Texas</u>	<u>Out-of-State</u>		
Breakfast	\$7.00	\$12.00	7:00 a.m.	7:00 a.m.
Lunch	11.00	17.00	11:00 a.m.	2:00 p.m.
Dinner	18.00	30.00	4:00 p.m.	6:00 p.m.

6.5.2.4 If a meal is provided in a function being attended, such as a banquet included in the conference registration, that meal will not be eligible for reimbursement. For example: If the lunch is paid for in conjunction with the registration, the maximum amount eligible for reimbursement for that day would be \$25.00 (breakfast and dinner). The amount paid for the lunch is irrelevant.

6.5.3 Amounts in excess of the above limits and any charges for alcoholic beverages are the responsibility of the participant. Alcoholic beverages may not be consumed during regular business hours when on official school business travel.

- 6.5.4 Meal Expenses should be recorded by day on the Travel Authorization/Expense Report form. Any complimentary meals should not be included.

## **6.6 Lodging**

- 6.6.1 Reservations through the Internet are acceptable under the following guidelines:

- 6.6.1.1 Reservations by this method are charged state sales tax and a mandatory processing fee. Total amount must be equivalent to or less than the allowable rate in order to be reimbursed the total amount. Texas State Sales tax must be deducted from the total amount when submitting for reimbursement.

- 6.6.1.2 A “Print Screen” of the reservation is required for reimbursement. If available, obtain the room rate and an itemized receipt from the hotel.

- 6.6.1.3 Proof of payment is also required. If the print screen in 6.1.2 includes the name and last 4 digits of the credit card, this may constitute proof of payment. If it does not, then a copy of the employee’s credit card statement showing the employee incurred these charges is necessary for payment.

- 6.6.2 In Texas, a Hotel Tax Exemption Certificate and letter from the Texas Comptroller of Public Accounts must accompany payment to the hotel to avoid paying state taxes. MISD will not provide reimbursement for Texas state sales tax. Travel out of the state may include state tax.

- 6.6.2.1 Upon checkout, review the billing to ensure that state sales tax was not charged.

- 6.6.2.2 County and municipal hotel occupancy taxes may be reimbursed.

- 6.6.3 District Funds:

- 6.6.3.1 Hotel rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting. The district will allow \$85 per night, not including taxes, per employee. The supervisor may authorize an amount between \$85 and \$120. Amounts

in excess of \$120 require an Executive Council member's approval.

6.6.3.2 The government rate may be available and require school district identification. Always check to make sure that the government rate is actually lower than other special or discount rates that are being offered.

6.6.3.3 An original itemized receipt is required.

6.6.4 Federal/State Funds:

6.6.4.1 Maximum rate for lodging in Texas is \$85.00 per night plus city/county taxes. Out-of-State maximum rates by state are obtained via the website referenced in 5.2.2 above. Allowable taxes and resort fees may be charged to federal funds up to the federal limit.

6.6.4.2 Original itemized receipts are required.

6.6.4.3 Amounts in excess of the above limits are the personal responsibility of the employee.

**6.7 Transportation**

6.7.1 Mileage to a convention/conference Local or Non-Local or other official school business is reimbursed when the employee uses his/her personal vehicle.

6.7.2 The maximum allowable for travel to a convention/conference may not exceed the amount of the standard airline fare to that location.

6.7.3 The mode of transportation is the option of the employee. 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.

6.7.4 First-class airline travel will not be permitted. Airline receipts are required.

6.7.5 Reservations through the Internet are acceptable under the following guidelines:

6.7.5.1 Since reservations by this method are charged a mandatory processing fee, the total amount must be equivalent to or less than the standard airline rate in

order to be reimbursed for the total amount. Documentation of the standard airline rate must also be attached to support the Internet rate is less than or equal to the standard rate.

6.7.5.2 A “Print Screen” of the reservation is required for reimbursement.

6.7.5.3 Proof of payment is also required. If the print screen in 6.1.2 includes the name and last 4 digits of the credit card, this may constitute proof of payment. If it does not, then a copy of the employee’s credit card statement showing the employee incurred these charges is necessary for payment.

6.7.6 The rate of reimbursement for the employee’s personally owned motor vehicle is based on the state-approved rate. Except for the cost of airport parking incurred while on official business or parking fees required for transaction of school business, no additional expense incidental to the operation of such motor vehicles shall be allowed.

6.7.7 Receipts are required for monies expended for railroad, air, taxi, toll road, parking fees, etc.

6.7.8 An official road map from the Internet (Mapquest.com) should be used for computing miles traveled by automobile.

## **6.8 Use of Personal Vehicle for MISD Business**

6.8.1 The Mileage Reimbursement Form should be used by employees to claim approved mileage reimbursement. Unless other expenses are incurred, this form may be used for all local travel. This form is found on the Intranet under forms.

6.8.1.1 The intent of the mileage reimbursement is to reimburse for all **actual business miles driven** in excess of the commuting miles from your home to your primary work location and back. If there are no miles driven in excess of normal commuting miles, no reimbursement is due.

6.8.1.2 With the exception of items 8.1.5 and 8.1.7 below, all mileage reported should be based first on the district mileage chart (found on the intranet) or by attaching a mapquest printout showing the mileage between work locations.

- 6.8.1.3 Never report miles driven from home to your primary work location or from your primary work location to home.
  - 6.8.1.4 If you begin your workday at your primary work location, begin reporting miles from that point using the district chart.
  - 6.8.1.5 If you begin your workday at a temporary work location, you may report miles from your home to that location or miles from your primary work location to that location, whichever results in the shortest travel distance reported.
  - 6.8.1.6 Record the miles from each work location to the next using district mileage chart.
  - 6.8.1.7 If you end your workday at a temporary work location, you may report miles from your location to your primary work location or to your home, whichever results in the shortest travel distance reported.
  - 6.8.1.8 The signature of the supervisor on the mileage report indicates that the report has been verified for the validity of the activity and that payment is authorized.
- 6.8.2 Employees receiving a travel stipend will not be reimbursed for in-district travel.
- 6.8.2.1 When a MISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

## **6.9 Rental of Vehicle for MISD Business**

- 6.9.1 For information regarding rentals, go to Purchasing for information on approved vendors.

6.9.2 MISD is exempt from paying state sales tax in Texas when renting a vehicle for business purposes. The Motor Vehicle Rental Exemption Certificate should be provided in order to take this exemption.

6.9.3 Gasoline expense is reimbursable when using a rental car. A receipt is required for reimbursement.

6.9.4 The MISD Automobile Policy (AP) will cover all liability and physical damage if the MISD driver is at fault. If the other driver is at fault, then the other driver's auto policy should be primary.

6.9.4.1 When renting a car within Texas, an employee should NOT purchase the additional coverage offered by the rental car company (This coverage is for physical damage caused by national disaster, vandalism, or theft and the District currently chooses to self-insure that damage).

6.9.4.2 When renting a vehicle **out-of-state**, please **buy** the additional coverage offered by the rental company to avoid any problems, with the exception of **Enterprise Rent-A-Car**. The additional coverage is already built into our contract for anywhere in the country.

6.9.4.3 Please follow these steps when renting a vehicle:

- You will need to provide a purchase order number when calling to make a reservation.
- On the rental agreement – Show the employee's name and "**for Mansfield ISD.**" For example, "Jane Doe for Mansfield ISD."
- Obtain a MISD Auto ID card from the school principal or department head and carry the card for the duration of the trip.

## 6.10 Spouse/Children Accompanying Traveler

6.10.1 In cases where the spouse/children, who are not on official school business, accompany the school official or employee, no expenses for the spouse/children may be included.

6.10.1.1 Only single standard rates are to be included in the request for reimbursement. For example, if a double room costs \$85.00 per night, and a single room costs \$75.00 per night, the employee will be reimbursed at the \$75.00 rate if the room is shared with the spouse/children.

6.10.2 It is not permissible to charge any expenses for the spouse/children to MISD and later reimburse the district.

## **Student Travel Instructions**

### **6.11 Student Travel - General Instructions**

6.11.1 All MISD student travel should be in compliance with District Policies FM (Legal), FM (Local) and EFD (Local).

#### **6.11.1.1 Overnight Trips by Students**

6.11.1.1.1 All individuals and groups representing the MISD requiring an overnight trip must receive advance written approval from the school principal.

6.11.1.1.2 Each student and parent/guardian will be required to sign the supporting documents that will include a liability waiver, comments regarding conduct requirements, adequacy of chaperones, and other appropriate data.

6.11.1.1.3 The principal/director's office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary.

6.11.1.1.4 Parent/guardian expenses cannot be borne by the school district unless there is a financial hardship, which will be considered on a case-by-case basis by the principal.

#### **6.11.1.2 Meal Allowance for Student Related Trips (In-State)**

6.11.1.2.1 Students' meal allowances will be provided at a maximum of \$6.00 for breakfast, \$8.00

for lunch, and up to \$12.00 for dinner, unless otherwise authorized. No receipts will be required.

6.11.1.2.2 Sponsors/coaches (MISD employees) accompanying students on an overnight trip should refer to Employee Travel, Section 5.0 for meal allowances. No receipts will be required.

**6.11.1.3 Meal Allowance for Student Related Trips (Out-of-State)**

6.11.1.3.1 Students taking a trip requiring an overnight stay out-of-state will be provided a maximum of \$30.00 per day. No receipts are required.

6.11.1.3.2 Sponsors/coaches (MISD employees) accompanying students on an overnight trip out-of-state should refer to Employee Travel, Section 5.0 for meal allowances.

**6.11.1.4 Approval Required**

6.11.1.4.1 Student travel paid from campus budget requires principal's approval only.

6.11.1.4.2 Student travel paid from departmental budgets requires the approval of the principal in addition to the administrator having budgetary authority.

**6.11.1.5 Advances for Student Travel**

6.11.1.5.1 Advances for Student Travel should be processed using the appropriate Student Travel Request Form (Exhibit 6-8) for registration, lodging, meal expenses, rental expense, and miscellaneous expenses accompanied by a Request for Check Request. Sponsor/coaches should obtain proper original receipts for above items including parking and gasoline and submit to their principal or the appropriate administrator upon return, who will forward

to the Business Office for back up of advanced check. Receipts are not required for meals.

6.11.1.5.2 Record attendees on back of the Student Travel Request form along with number of meals needed.

6.11.1.5.3 Literature showing the amount of registration should accompany the Request for Check Request.

6.11.1.5.4 Sales Tax Exemption forms and letter for lodging and vehicle rental will accompany the advance check to the sponsor/coach to avoid being charged the sales tax.

6.11.1.6 Cash Advance for Meals for Students and Sponsors/Coaches

6.11.1.6.1 When time allows, a Check Request with proper approval should be sent to the Business Office to process in the regularly scheduled check run. A breakdown of all meals, and a list of students and sponsors/coaches attending must be attached for proper support. The Check Request should be made payable to one of the sponsors/coaches traveling so that the sponsor/coach can go to the bank to cash the check rather than the principal of the school.

6.11.1.7 Payment for Lodging for Students and Sponsors/Coaches

6.11.1.7.1 A Check Request with proper approval should be sent to the Business Office to process in the regularly scheduled check run. A breakdown with the number of rooms, room rates, and a list of students and sponsor/coaches traveling must be attached for proper support. The Check Request should be made payable to the hotel, when possible, to cut down on paperwork.

6.11.1.8 Payment for Car/Van Rental

6.11.1.8.1 A Check Request with proper approval should be sent to the Business Office to process in the regularly scheduled check run. An original invoice from the rental company must be attached for proper support.

6.11.1.8.2 Some rental companies will invoice MISD for the rental fees. A Check Request with proper approval and the original invoice must be prepared and sent to the Business Office to process in the regularly scheduled check run.

## 6.11.2 District Transportation

6.11.2.1 **Bus Request:** Follow the steps below to enter bus request

Go to <http://intranet.mansfieldisd.org>

1. Select Web Trips
2. LOGIN School Initials Ex. MHSA password school # Ex. 003
3. Select Enter New Request
4. The school will default.
5. Contact: Enter your Name
- 6 Destination: Select your Destination (if not in the system, email ?transportation? the details)
7. Fund select your sport (VB, FB, CC, Tennis will have 2 codes 1 for August and one for after Sept. 1)
8. Departure Date
9. Return Date
10. Departure Time
11. Return Time
12. Adult #'s
13. Student #'s
14. Wheel Chair #'s
15. Destination Comments (Special instructions if you are using a driver)
16. Trip Comments (EX. Coach will drive of Suburban needed)
17. Category: Your Sport
18. Save
19. Record proper mileage and sign the form when your trip is complete. If you do not have a legible signature, PRINT.

### 6.11.3 Vehicle Rental for Student Travel to Competitions

6.11.3.1 Please refer to Intranet for approved vendor list for charter bus companies for non-school bus travel. Access Purchasing Department, under Bids-District wide & Miscellaneous and look under Charter Bus Service. Quotes should be obtained for the best pricing.

6.11.3.2 **NO purchase or lease of a new 15-passenger van if it will be used significantly by, or on behalf of, the school or school system to transport preprimary, primary, or secondary school students to or from school or an event related to school.**

6.11.3.3 MISD is exempt from the Texas state sales tax, sometimes referred to as motor vehicle tax; however, out-of-state tax is not exempt.

6.11.3.4 MISD is not exempt from property rental tax.

6.11.3.5 The MISD Automobile Policy (AP) will cover all liability and physical damage if the MISD driver is at fault. If the other driver is at fault, then the other driver's auto policy should be primary.

6.11.3.5.1 When renting a car within Texas, an employee should NOT purchase the additional coverage offered by the rental car company (This coverage is for physical damage caused by national disaster, vandalism, or theft and the District currently chooses to self-insure that damage).

6.11.3.5.2 When renting a vehicle **out-of-state**, please **buy** the additional coverage offered by the rental company to avoid any problems, with the exception of **Enterprise Rent-A-Car**. The additional coverage is already built into our contract for anywhere in the country.

6.11.3.5.3 Please follow these steps when renting a vehicle:

- You will need to provide a purchase order number when calling to make a reservation.

- On the rental agreement – Show the employee’s name and “for Mansfield ISD.” For example, “Jane Doe for Mansfield ISD.”
- Obtain a MISD Auto ID card from the school principal or department head and carry the card for the duration of the trip.

6.11.4 Reimbursement to Sponsors/Coaches or Reimbursement to MISD from Sponsors/Coaches from Advances for Student Travel

6.11.4.1 Submit documentation within 10 days of trip completion. This is to include a list of attendees, original receipts for lodging, car rental, gasoline and other miscellaneous expenses as backup documentation for money previously advanced. Forward the documentation along with the expense report/student travel request to your principal or the appropriate department administrator for approval who will then forward to the Business Office.

6.11.4.2 If the sponsor/coach had expenses exceeding the amount of the advance, a Request for Check Request must accompany the above documentation for the sponsor/coach to be issued a reimbursement.

6.11.4.3 If the expenses were less than the money previously advanced, either cash or a personal check from the employee payable to MISD must accompany the above documentation within **ten (10) days** of the trip.