

# Employee Travel

## II. EMPLOYEE TRAVEL

In general, "Travel" is defined as Travel both inside and outside of the District boundaries where you are acting as a representative of the District. In this case, the District may reimburse you for some or all of your qualified expenses.

**A Travel Request for Approval (hereafter referred to as a Requisition/Travel Request) must be submitted and approved prior to an event. Travel Requests are approved electronically via the eFinancePlus Requisition process. The relevant completed Interactive Travel Form will be attached to the Requisition. Follow the detailed instructions located on the Conroe ISD Purchasing Website.**

**\*All Employee Travel advances/reimbursements will be deposited electronically to the Employee's bank account.**

### A. Intra-District (within the District) Travel/Employee Only

1. No Travel Request is needed for Intra-District Employee if Mileage reimbursement is the only expense incurred. Mileage for Travel within the District boundaries will be reimbursed at the **stated IRS Mileage Reimbursement Rate** when Budgeted Funds are available. A Requisition must be completed for Mileage Reimbursement. See section on Mileage Reimbursement above.
2. **No lodging or meal expenses are allowed for Intra-District Travel.**

### B. Out-of-District Travel/Employee Only

1. Travel must be approved prior to the event. Follow detailed instructions located on the Conroe ISD Purchasing Website. Complete the Interactive **Employee Travel Form**.
2. A Requisition/Travel Request with attached Interactive Employee Travel Form must be entered via eFinancePlus. The Requisition/Travel Request will be routed to the appropriate approval levels based on the Department code entered (see instructions for list of Travel approval Dept. codes). The Requisition/Travel Request should be prepared **15 days prior to the departure date** to allow time to obtain all required levels of approvals and processing.
3. Your Requisition/Travel Request must be approved and converted to a Purchase Order prior to entering any related Registration/Hotels/Transportation Requisitions.
4. For **Out Of State Travel** follow detailed instructions located on the Conroe ISD Purchasing Website [Shopping A-Z](#) for Airline services and Vehicle Rentals.

# Employee Travel

5. **Meals** will be advanced prior to the trip via the approved **Requisition/Travel Request** (does not apply to One Day Trips). The meal advance will be calculated on the Interactive Employee Travel Form. The amount from the “CASH ADVANCE REQUESTED” box will be entered on the Requisition/Travel Request. This amount will be advanced and deposited electronically into the Employee’s bank account.
6. Instructions/Documentation as to the purpose of the trip must be attached to the Requisition/Travel Request using the Add Attachment function on the Requisition. A copy of a brochure, flyer, Registration or entry form is acceptable. Documentation **must** show the location, dates, and times of the event, and any meals or other expenses that are provided. Please include all applicable expenses related to the trip on the Interactive Travel Form including estimated mileage. Actual Mileage expenses will be paid on the Travel Recap.
  - a) Use www.mapQuest.com to calculate distance. If this method is chosen, the traveler must print out the driving directions provided by the site and attach them to the Requisition/Travel Request.
7. All Registrations, Hotel expenses, and Transportation costs are to be paid to the appropriate Vendors by separate Purchase Orders and are only to be entered **after** the Requisition/Travel Request is approved and converted to a Purchase Order. **\*On subsequent Requisitions related to the Travel the initial Travel Purchase Order Number will need to be referenced on the comments line.** Attach required back up documents to the Requisition. See sections on Registrations and Hotels.
8. The District does not pay Travel expenses for spouses, Non-District Employees, or other related guests.
9. Payments for per diem expenses, actual expenses, and advances requested are payable **only** to the Employee/Sponsor listed on the Requisition/Travel Request.
10. Travel Recap expenses must be paid from same Funding source as initial Requisition/Travel Request. (i.e. Recap will not be paid from Activity Funds if initial Travel was paid from Budget Funds).
11. Declined Travel: If a Requisition/Travel Request is denied no subsequent Requisitions related to that Travel should be entered in eFinancePlus. (i.e. Registrations/Hotels etc.).
12. A completed Travel Recap Form listing the trip expenses must be completed and sent to Accounts Payable within **five (5) days after trip**. Failure to do so may result in the rejection of processing future Travel for the Employee and delay or rejection of processing future Travel Requests for the entire Campus/Department.

# Employee Travel

13. When multiple Employee's within the same Campus/Department are traveling as a group, one Employee should be designated as the "In-Charge" Sponsor". The "In-Charge Sponsor" will be responsible for entering the Registration and Travel PO's and shall attach documentation for the entire group to the Requisitions in eFinancePlus. All payments will be made to the "In-Charge Sponsor" who will properly account for all the expenses, disbursement of funds and request additional reimbursement or refund of Funds to the District Finance Office after the trip.
  - Must list names of other Sponsors, if applicable.
  - In cases where shared expenses will be charged to separate Budget Accounts, the "In-Charge Sponsor" will attach a memo providing the Budgetary Accounts, appropriate expenditure amounts for each account, and the approval of each Supervisor/Principal/Director responsible for listed accounts. This will provide the necessary control and accountability when groups choose to share expenses.
14. **Scouting** – Scouting needs to be handled in the same manner as Employee Travel. An approved Requisition/Travel Request must be completed prior to Travel. No lodging or meal expenses are allowed for In-District Travel.

## C. Hotel/Lodging-Employee Travel

1. This is the cost of the rental of a room or rooms for District Employees. Hotel Confirmation/Documentation should be attached to Requisition and include room amount per night and tax amount. The **Original** Detail Hotel Bill or Invoice/Receipt must be furnished after the trip. The Hotel Bill should clearly indicate the cost assigned to the "In-Charge/District Representative". Texas Hotel Occupancy Tax and Texas State Sales Tax will not be paid. The District is exempt from this tax. The *Texas Sale and Use Tax Exemption Certificate* and *Texas Hotel Occupancy Tax Exemption Certificate* are available on the Conroe ISD Purchasing Website under Forms. However, we are not exempt from City taxes. The District will pay State sales tax on out of State Travel. Room service, laundry, phone calls, internet service, movies, etc. are non-reimbursable expenses.
2. Hotel rates vary, so every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting. Hotel accommodations other than the official conference hotels will only be reimbursed at a maximum of the highest conference Hotel rate.
  - a) To avoid cancellation fees, the Employee is responsible for notifying the Hotel prior to the cancellation deadline. If the Hotel is not notified by the required deadline, the Employee may be required to pay any fees assessed by the Hotel.

# Employee Travel

- b) **Federal and State Grants** - The District is required by TEA to adhere to the Federal Lodging per diem rates. Use the following site to determine maximum lodging rates <http://gsa.gov>.
1. Click Travel, Plan & Book, Per Diem Rates.
  2. Select State, Click Find Rates.
  3. Find your destination on the list, and apply the maximum lodging rates per Employee for the City or area where you are traveling.
  4. Print out the lodging maximum per Employee and attach to Requisition/Travel Request. The Requisition/Travel Request must include backup which details name of the conference, purpose and the date/time/location/confirmation of hotel. Hotel accommodations above the maximum per diem per Employee (with the exception of allowable taxes) will need to be coded to a local funding source. Every effort should be made to secure the conference rate.
    - ✓ If the Texas City to which you are traveling is not listed, check the County list. If the County to which you are traveling is listed; use the rate given for that County.
    - ✓ If the Texas County to which you are traveling is not listed, use the standard maximum rate of \$94.00 for lodging.
3. Lodging will be paid based on the following:
- Adults = 2 per room/separate rooms for males and females.
  - Supervisor/Principal/Director = 1 room.
  - Campus Athletic Coordinator = 1 room.

## D. Meals-Employee Travel

1. This is the cost of obtaining food during the trip. Per diem allowances for meals are listed below and also on the Interactive Employee Travel Form:

	<u>Employee</u>
Breakfast	\$ 10.00
Lunch	\$ 10.00
Dinner	\$ 10.00
2. Meals will be advanced prior to the trip via the approved **Requisition/Travel Request** (does not apply to One Day Trips). List the total calculated on the Interactive TRAVEL FORM from the CASH ADVANCE REQUESTED box as the total dollar amount on the Requisition/Travel Request. This amount will be deposited electronically into the Employee's/Sponsor's bank account.
3. **Federal and State Grants** – All receipts must be turned in for reimbursement of Meals. Meals will not be advanced at the Per Diem Rate when paid with Federal Funds due to Grant compliance. Reimbursement will occur with confirmation of actual cost for Meals up to \$10.00 per Meal (not including gratuities, alcoholic beverages, or taxes).
4. **The cost of alcoholic beverages is not a reimbursable expense.** In the case of group meals, gratuities are included in the per diem rates. No tip will be paid over per diem rate **unless** mandatory gratuity is added for groups of eight or more.

# Employee Travel

5. When an overnight stay is **NOT** required, the District will reimburse Employees for business meals (and mileage) after returning from the trip, provided **Original Meal Receipts** are submitted. The Employee will be reimbursed the **ACTUAL** cost, less sales tax, not to exceed the per diem rate.
6. There is **No Advance** to Employees on **One Day Trips**. See section on One Day Trips below. Travel to Houston is considered a One Day Trip so lunch falls during regular scheduled work hours. The only exception would be if Travel to Houston is on the weekend, Recap with Receipts/Invoices.
7. For additional information see [Meal Receipt? Yes or No](#) Document.

## E. Registrations-Employee Travel

1. Prior to a Requisition being entered for a Registration the Event/Trip must be approved using the Requisition/Travel Request process. See instructions under Travel Requests located on the Conroe ISD Purchasing Website.
2. **Registrations are not paid on the Requisition/Travel Request.** This is strictly for approval only.
3. Once your Requisition/Travel Request has been approved and converted to a Purchase Order (PO), a second Requisition will be entered with the Conference/Event as the Vendor and the approved **Travel PO Number listed on the first line of the Comments Section.** (If there are multiple PO Numbers, list them all in the **Notes Section** of the **Requisition**).
4. Registrations can only be paid by a Purchase Order to the Vendor. **No Registration payments are made to an Employee.**
5. When entering your Requisition for Registrations list the following in the description:
  - Who: Group/Department Attending, Number of Attendees, and Employee/Student Names.
  - What: Name of the Event.
  - When: Date of Event.
  - Where: Location of Event.
6. Instructions/Documentation as to the purpose of the Event **must be attached** to the Requisition in eFinancePlus. A copy of a brochure, flyer, Registration or entry form is acceptable. Documentation **must** show the location, dates, and times of the event and any meals or other expenses that are provided and name of person(s) registered.
7. These Purchase Orders should be prepared in advance and with regard to the Registration deadlines. **No** Registration can be processed until all required back up documents are attached to the Requisition. **All Requisitions for Registrations should have a completed Registration Form or an Invoice attached in eFinancePlus.**
8. Registrations are paid in advance of the Conference and are sent directly to the Conference Vendor.

# Employee Travel

## F. Transportation-Employee Travel

1. Transportation in the form of Charter Buses or Vehicle Rentals may be required for Employee or Student Travel. Follow the detailed instructions for both on the [Shopping A-Z](#) Website located on the Conroe ISD Purchasing Website. You must use awarded Vendors.
2. Vehicle Rentals require an approved Purchase Order prior to picking up the Vehicle.
3. The Charter Bus and Vehicle Rental must be paid with a Purchase Order. **They can no longer be paid with an Activity Fund Check.**
4. Failure to return the Rental Vehicle by the appointed time **or failure to refill the gas tank** will result in additional charges against your Budget.

## G. One Day Trips-Employee Travel

1. Trips in which you leave and return in the same day are considered **One Day Trips**. Use the following guidelines:
  - a) Travel must be approved prior to the event. Follow the detailed instructions located on the Conroe ISD Purchasing Website. Complete the Interactive **Travel Form**.
  - b) State date and time of departure and return, as well as where you are going. Attach appropriate backup (trip information) to the Requisition/Travel Request.
  - c) All Registrations and Transportation costs are to be paid to the Vendor by separate Purchase Orders to be entered after the Requisition/Travel Request is approved and converted to a Purchase Order (PO). \*You must reference the approved **Travel PO Number in the comments line**. (If there are multiple PO Numbers, list them all in the **Notes Section** of the **Requisition**). See section on Registrations.
  - d) In order to stay in compliance with the Fringe Benefit rules and IRS income reporting requirements, the District will **NO LONGER** pay for Employee Meals on One Day Trips. Exceptions to this will only occur if the meal requested is a result of Travel that occurs outside of the Employee's normal work schedule i.e. (evenings/weekends).
  - e) Turn in parking receipts, as well as mileage. **Tolls** will not be reimbursed.
  - f) There is **No Advance** to Employee's on **One Day Trips**. Expenses related to One Day Trips must be **Recapped** using the TRAVEL RECAP FORM. All necessary receipts must be forwarded to the Accounts Payable Department along with the TRAVEL RECAP FORM **within (5) business days of the trip**. The Purchase Order Number from the Original Requisition/Travel Request must be referenced on the TRAVEL RECAP FORM in order to be reimbursed.
  - g) Travel Recap Forms must be approved by the Employee's Supervisor/Principal/Director.

# Employee Travel

## H. Recaps (Paying of Expenses after the Trip)-Employee Travel

1. An Interactive **TRAVEL RECAP FORM** must be completed and sent to Accounts Payable within **five (5) business days after the trip.** **Failure to do so may result in the rejection of processing future Travel for the Employee and delay, or may RESULT in rejection of processing of future Travel Requests for the ENTIRE Campus/Department.** The Form is located on the Conroe ISD Purchasing Website.
2. **The original Purchase Order Number used for the Transportation and Lodging/Hotel must be listed on the Travel Recap Form. The Recap cannot be processed without these numbers.**
3. The Travel Recap Form must be signed by the Employee as well as their Supervisor/Principal/Director, dated and returned to the Finance Office/Accounts Payable Department **regardless if reimbursement is needed.**
4. Supporting documentation forwarded to Accounts Payable should include:
  - a) Original Detailed Hotel Receipts, if applicable.
  - b) Print out from MapQuest ([www.mapquest.com](http://www.mapquest.com)) for any mileage incurred.
  - c) Parking Receipts should be taped on 8 ½ x 11 sheet of paper, not stapled.
  - d) Gas Receipts for Rental Vehicles should be taped on 8 ½ x 11 sheet of paper, not stapled.
  - e) Room service, laundry, phone calls, internet services, movies, etc. are non-reimbursable expenses.  
**\*Do not send cash through inter-office mail.**
5. For any Travel not Recapped, a "Request for Recap" will be sent to Employee/Sponsor. If no response is returned, Employee Vendor status will be placed on **HOLD**. The Supervisor/Principal/Director will be notified. No Funds can then be disbursed to Employee/Sponsor.
6. Recaps should not be handwritten but completed on line using the [Interactive Recap Form](#).
7. Do NOT combine Recaps for Employees, a separate Recap should be submitted per Employee per Travel Purchase Order.