

# Conroe Independent School District

## Finance Manual

### Section II

#### Accounts Payable

##### I. ACCOUNTS PAYABLE GUIDELINES

A.	Purchase Orders.....	2-2
B.	Open Purchase Orders.....	2-2
C.	Receiving Items Shipped to the Campus/Department.....	2-3
D.	Returned Merchandise .....	2-4
E.	Mileage Reimbursement.....	2-4
F.	Consultants.....	2-5
G.	Subscriptions/Licenses/Membership Fees .....	2-5

##### II. EMPLOYEE TRAVEL

A.	Intra-District (within the District) Travel/Employee Only .....	2-6
B.	Out-of-District Travel/Employee Only .....	2-6
C.	Hotel/Lodging .....	2-8
D.	Meals .....	2-9
E.	Registrations.....	2-10
F.	Transportation.....	2-11
G.	One Day Trips .....	2-11
H.	Recaps .....	2-12

##### III. STUDENT TRAVEL

A.	Student Travel .....	2-13
B.	Hotel/Lodging .....	2-14
C.	Meals .....	2-15
D.	Registrations .....	2-15
E.	Transportation .....	2-16
F.	One Day Trips.....	2-16
G.	Recaps.....	2-17
H.	Above District Travel.....	2-17

# Accounts Payable Guidelines

## I. ACCOUNTS PAYABLE GUIDELINES

**No purchases are authorized without issuance of a Purchase Order. Payment will not be made for such purchases. Anyone creating or authorizing such a commitment prior to securing a Purchase Order Number will be held personally liable for payment.**

### A. Purchase Orders

1. Check to see if there is already a Vendor Number for the order you want to place. Using an established Vendor Number keeps all purchases and payments in order. Requests for adding a new Vendor Numbers must go to Purchasing.
2. Verify Vendor address is correct (Purchasing side only). This will ensure that your order will go to the right place Campus/Department. Also, verify that pricing is correct.
3. Attach any required documents electronically to the Requisition in eFinancePlus.
4. **Add a line for shipping.** In all cases, we strongly encourage you to verify whether shipping is required before processing the initial Requisition. If shipping costs are required, reflect those charges on a separate line on the Requisition. In cases where you are not sure, automatically ADD shipping to the Requisition.  
**NOTE:** Processing shipping costs after the initial Requisition has been approved and goods have been received is inefficient.
5. Most items **can** and **should** be shipped to the appropriate **Warehouse**. There are very **few exceptions**: online office supply orders, subscriptions, live items, large items/ furniture and library books. See the complete list under the Purchasing/Warehouse section of this manual.
6. **No** changes, substitutions, or increase of funds can be made to a purchase without **prior** approval.
7. No Purchase Order can be cancelled without confirmation from the Vendor. See PO Cancellation Confirmation Form.
8. Merchandise ordered to be previewed must be requested by Requisition/Purchase Order in the usual manner. Review of the merchandise must be made **within 14 calendar** days or within the agreement guidelines.
9. **No Gift Cards are allowed under any circumstances.**

### B. Open Purchase Orders

1. Open Purchase Orders are only allowed for select Vendors. They are intended for the re-occurring purchase of items from the same Vendor over a period of time. As Invoices/Receipts are submitted to Accounts Payable, payments are processed against the Purchase Order. **With the exception of Mileage Reimbursement, Open Purchase Orders to Employees are only allowed in rare circumstances.**

# Accounts Payable Guidelines

2. All Open Purchase Orders are identified by checking the Open box in the Requisition entry header.
3. Open Purchase Orders with Employee as a Vendor have a limit of \$200. **Sales tax will not be reimbursed under any circumstances.** The reimbursement for mileage on Open Purchase Orders is due monthly with acceptance for August Mileage Reimbursement. August Mileage through the 15<sup>th</sup> of the month will be due by August 15<sup>th</sup>, due to fiscal year end processing. The remainder of the month of August must be turned in on your September Mileage, if not, may not be reimbursed.
4. Open Purchase Orders to Vendors please attach): **Invoices/Receipts must be sent in immediately after items are purchased.** **DO NOT HOLD.** Holding Invoices/Receipts leads to late payments to Vendors, resulting in finance charges and late fees, which will also be paid for by your Budget Funds or directly from Campus/Department Activity Funds. **The Original Invoice/Receipt must include the following information:**
  - Detailed list of items purchased.
  - Open Purchase Order Number (a copy of the Purchase Order can be attached as documentation).
  - Printed legible name and signature of responsible party.
  - If there are multiple budgets used on the Open Purchase Order, state which account each line item is to be paid from.
  - Attach the receipt to an 8-1/2 x 11 sheet of paper using tape, no staples, please.
5. Once funds on the Open Purchase Order are depleted, Accounts Payable must be notified to Close/Final the Open Purchase Order. This must be done before a new Requisition is entered in eFinancePlus and further purchases are made.
6. All Open Purchase Orders are CLOSED prior to budget year-end. If Charge Tickets/Invoices/Receipts are not received by close of year, they will then need to be paid by Activity Funds, from your Campus, as they will be considered a prior year purchase and funds will NOT be available to pay them.
7. **No Gift Cards are allowed under any circumstances.**
8. Purchases are limited to non-bid items only. The purchases will be monitored to verify that items are not being purchased in violation of the CISD approved bid Vendors by category. See [Shopping A-Z](#) for a complete list of approved Vendors by commodity/category.

## C. Receiving Items Shipped to the Campus/Department

1. When merchandise is shipped directly to a Campus's/Department's, it is the Campus's/Department's responsibility to notify Accounts Payable in order for the Invoice/Receipt to be considered for payment. This can be done by receiving the items in eFinancePlus under Receive Ordered Materials or by emailing the appropriate Accounts Payable Clerk to notify of receipt.

# Accounts Payable Guidelines

2. Invoices/Receipts given directly to Campus/Department personnel should be forwarded to Accounts Payable with the following information clearly included with the Invoice/Receipt:
  - Purchase Order Number (a copy of the Purchase Order can be attached as documentation).
  - **Receive in eFinancePlus** the Purchase Order Number.
  - Printed legible name and signature of responsible party.
  - No copies of the Invoice/Receipt, **only Originals will be accepted**. If the Invoice/Receipt is a half sheet of paper, please attach to a full 8 ½ x 11 sheet of paper using tape – not staples to ensure it is not lost in inter-campus mail.
3. **Do Not** accept merchandise at your Campus/Department if delivery should be made to the Warehouse. This will create confusion and could result in delays or require the Campus/Department to pay the Invoice/Receipt out of their Activity Funds.

## D. Returned Merchandise

1. **Merchandise shipped to the Warehouse, MUST be returned through the Warehouse. No Exceptions.** Not going through the Warehouse for returns could result in credit not being received back into your Budget.
2. **Merchandise delivered to a Campus/Department must be returned directly to the Vendor by the Campus/Department.** The Campus/Department will be responsible for notifying Accounts Payable of this transaction in order for proper credit to be received.

## E. Mileage Reimbursement

1. A request for Mileage Reimbursement will be done by entering a Requisition in eFinancePlus and listing the Employee as a Vendor.
2. A completed Mileage Reimbursement Form must be attached to the Requisition using the Add Attachment function. No reimbursement can be made until back up is received. Use the CISD Mileage Form that is posted on the Conroe ISD Purchasing Website under Forms.
3. Mileage is calculated from your Campus/Department with a return trip to Campus/Department, not from home. Administration Mileage calculated from Campus/Department or Home whichever is less to destination.
4. To calculate distance for Out-Of-District Travel, use MapQuest/Google Maps to calculate distance in miles and attach this as back up.
5. **The Employee and Supervisor/Principal/Director must sign the Mileage Reimbursement Form before attaching to the Requisition in eFinancePlus.**

# Accounts Payable Guidelines

## F. Consultants

1. All Consulting Agreements must go through the Legal Department.
2. Consultants are **never** paid in advance. This should not be reflected in any agreement made with a Consultant. **Payment is only made after services are rendered and Accounts Payable receives an Original Invoice from the Consultant.** The Invoice must include full legible name and signature of responsible party. This can be done in a series of payments or in one lump sum. Payments are not sent to Campus's/Department's; they are mailed to the Consultant. **Must receive in eFinancePlus as well.**
3. Before a payment can be made to a Consultant, a completed IRS W-9 Form must be on file with the District. This will ensure that we have the necessary information for 1099 reporting to the IRS. Purchasing must be notified to flag the Vendor's 1099 Information in eFinancePlus.
4. Payment can only be made from an **Original Invoice**.

## G. Subscriptions/Licenses/Membership Fees

1. The dates of the Subscription/Licenses/Membership Fees must be stated in the description of the Requisition. A Membership ID, who it is for and the organization name should also be stated.
2. Purchase Orders for Subscriptions/Licenses/Membership Fees must list **your** location as the "ship to" address (ship to Campus/Department).
3. Attach all required documents for the Subscriptions/Licenses/Membership Fees to the Requisition using the Add Attachment function in eFinancePlus.
4. No payments will be paid without the required attachments.

# 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 Employees 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 \$93.00 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.

# Student Travel

## 8. III. STUDENT 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 Student Travel advances/reimbursements will be deposited electronically to the Employee's/Sponsor's bank account.**

### A. Student Travel

1. Travel must be approved prior to the event. Follow the detailed visit the Conroe ISD Purchasing Website.
2. A Requisition/Travel Request with attached Interactive Student Travel Form must be entered via eFinancePlus. The Requisition/Travel Request will be routed to the appropriate approval levels based on the Campus/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. You must attach a list of Students to the Requisition/Travel Request along with documentation of Registration, itinerary, and list all other activities.
3. **Meals** will be advanced prior to the trip via the approved **Requisition/Travel Request**. The meal advance will be calculated on the Interactive Student 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/Sponsor's bank account.
4. Account code **must** be typed on **STUDENT TRAVEL FORM**.
5. 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.
6. Room service, laundry, phone calls, internet services, movies, etc. are non-reimbursable expenses.

# Student Travel

7. Toll roads are not free; if an Employee chooses to use a toll road out of convenience when traveling the Employee/Sponsor will be responsible for those expenses. The District does not reimburse toll road expenses. In addition, all fines resulting from unpaid tolls will be the responsibility of the Employee/Sponsor, not the District.
8. A completed **Travel Recap Form** listing the trip expenses must be sent to Accounts Payable within **five (5) business days after trip**.
9. Students competing in an event prior to 1:00 p.m. may be approved for an overnight trip for the night prior to the event when the Travel is greater than **150 miles one way**. Questions to ask before making this request:
  - What is the time of competition?
  - What gives Students the best competitive opportunity?
  - What would your Principal/Director be willing to pay if these were his/her Funds?
  - Consider the difficulty and distractions for Students in hotel rooms vs. the difficulty of traveling on the morning of the event.
10. To obtain a Charter Bus you must Travel at least **150 miles one way**.

## B. Hotel/ Lodging-Student Travel

1. This is the cost of the rental of a room or rooms for District Employees/Sponsors/Students/Administrators. The **Original** Hotel Bill or **Receipt/Invoice** must be furnished after the trip. The Hotel Bill should clearly indicate the cost assigned to the "In-Charge/District Representative" and the cost assigned to the Students or Bus Driver, where applicable. **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 located on the Conroe ISD Purchasing Website. 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 Travel.
  - a) Secretary/Sponsor should first confirm with Hotel Management that Hotel will accept District Check prior to making Reservation.
  - b) 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.
  - b) Lodging will be paid based on the following:
    - Students = 4 per room/separate rooms for males and females.
    - Adults = 2 per room/separate rooms for males and females.
    - Supervisor/Principal/Director = 1 room.
    - HS Campus Athletic Coordinator = 1 room.
    - Bus Driver = 1 room.

# Student Travel

## C. Meals-Student 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 Student Travel Form:

	<u>Student</u>	<u>Sponsor</u>
Breakfast	\$ 8.00	\$10.00
Lunch	\$ 8.00	\$10.00
Dinner	\$ 8.00	\$10.00

2. Meals will be advanced prior to the trip via the approved **Requisition/Travel Request**. List the total calculated on the Interactive Student 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.

## D. Registrations-Student 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.  
Registrations are **not** paid on the Requisition/Travel Request. This is strictly for approval only.
2. Once your Requisition/Travel Request has been approved and converted to a Purchase Order (PO), a second Requisition will be entered with the event coordinator 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**).
3. Registrations can only be paid by a Purchase Order to the Vendor. **No Registration payments are made to an Employee.**
4. 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.
5. 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.
6. 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 complete Registration Form or an Invoice attached in eFinancePlus.**
7. Registrations are paid in advance of the event and are sent directly to the event Vendor.

# Student Travel

## E. Transportation-Student Travel

1. Transportation in the form of Charter Buses or Vehicle Rentals may be required for Student Travel. Follow the detailed instructions for both on the [Shopping A-Z](#) 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.

## F. One Day Trips-Student 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 **Student Travel Form**.
  - b) Include the 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) Turn in parking receipts, as well as mileage. **Tolls** will **not** be reimbursed.
  - e) **Meals** for Student Travel and Employee's/Sponsor's (if allowable) will be advanced on One Day Trips at the District per diem rate. Other 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 Travel Request Purchase Order must be referenced on the Recap in order to be reimbursed.
  - f) Travel Recap Forms must be approved by the Employee's Supervisor/Principal/Director.



# Student Travel

## G. Recaps (paying of expenses after the trip)-Student Travel

1. An Interactive **TRAVEL RECAP FORM** 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. The Form is under Travel Requests located on the Conroe ISD Purchasing Website.
2. **The Original PO Number used for the Transportation and Lodging/Hotel must be listed on the Travel Recap Form. The Recap cannot be processed without these Purchase Order Numbers.**
3. The Travel Recap Form must be signed by the Employee/Sponsor 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 Hotel Receipts, if Applicable.
  - b) Print out from MapQuest ([www.mapquest.com](http://www.mapquest.com)) for any Mileage incurred.
  - c) Parking Receipts.
  - d) Gas Receipts for Rental Vehicles.
  - 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 the Employee/Sponsor. If no response is returned, the Employee/Sponsor Vendor status will be placed on **HOLD**. The Supervisor/Principal/Director will be notified. No Funds can then be disbursed to Employee/Sponsor.

## H. Above District Travel-Student Travel

1. Above District Travel may be approved for certain competitive events. Above District Travel is defined as having a local qualifying event or competition followed by a regional qualifying event. (Receiving awards, recognition, performing, or making presentations at a State or National Conference would not be considered Above District). Competitions are invented and developed annually. Newly added competitions will be evaluated after a three-year period to determine if they should be included. Above District Funds **cannot** be used to stay overnight in Houston unless approved by the Assistant Superintendent. The following currently qualify as Above District:

# Student Travel

- a) All post-District UIL Athletics (not National).
- b) All post-District UIL Fine Arts and Academic meet events (including Speech and Drama) (not National).
- c) All NFL (post-qualifying level).
- d) All post local Vocational Contests affiliated with the official organization (i.e. VICA, HOSA, etc.).
- e) Science Fair (post-local).
- f) DI (post-local).
- g) Individual TMEA Region and All-State (post-local) (not National or exhibition performances).
- h) BEST Robotics (post-local).

**The following are currently not included for Above District: Dance, Cheerleading, Club Sports, Bands of America, and JROTC. UIL Athletics and Fine Arts Above District competitions will not be approved above the State level.**

- 2. District Policy states that an Above District event is one for which Students must qualify. Above District Funds are in most cases used for playoffs and other competitions after placing in District. In most cases a rush to receive these Funds is necessary.
- 3. **Toll roads** are not free; if an Employee/Sponsor chooses to use a **toll road** out of convenience when traveling the Employee will be responsible for those expenses. The **District does not reimburse toll road expenses**. In addition, all fines resulting from unpaid tolls will be the responsibility of the Employee/Sponsor, not the District.
- 4. The building Principal will decide the number of Coaches, Directors and Staff who can be absent from instruction.
- 5. Funds will include ONLY those Students who are involved in competition plus alternates. Students should not be excused from class to attend an event when they are not competing (or an alternate).
- 6. **Team Sport** Coaches who may attend are the Head Coach of the **Individual Sport** and two Assistant Coaches. If other Coaches are approved to attend by the Campus Principal, those expenses will need to be paid for with Campus Funds.
- 7. **Individual Sport** Coaches who may attend are the Head Coach of the **Individual Sport** and two Assistant Coaches. If other Coaches are approved to attend by the Campus Principal, those expenses will need to be paid for with Campus Funds.
- 8. Fine Arts Directors attending TMEA Honor Organizations, All State Competition, or State Solo and Ensemble are limited to one Director per 10 Students unless there is a mix of male and female Students. In that case, there would be one male Director and one female Director approved with Above District Funds.
- 9. Groups invited to perform at specific in-State events would need special permission to request Above District Funds. Examples: National Middle School Association Conference in Houston, Fine Arts Education Day at the State Capitol in Austin.