



DeSoto ISD
TRAVEL
GUIDELINES

DeSoto ISD Travel Guidelines

School Board Policy DEE (Local) states: An employee shall be **reimbursed** for **reasonable, allowable expenses** incurred in carrying out District business **only with the prior approval of the employee's immediate supervisor.** Reimbursement for authorized travel shall be in accordance with legal requirements. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. For any authorized expense incurred the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedure.

To ensure compliance with the Board Policy, the following guidelines have been developed to aid the traveler. The following guidelines follow the guidelines set forth by the Texas State Comptroller's office and Textravel.

General

The DeSoto ISD Travel Guidelines has been created to provide information on district travel procedures, state travel laws, and federal travel laws. The Guidelines are based on Texas Government Code 660, General Appropriations Act, Article IX, Part 5, Texas Administration Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, OMB Circular A-87, Cost Principles for State and Local Governments, TEA Guidelines Related to Specific Costs, and IRS Taxable Fringe Benefits Guide, Section 9.

General Travel Requirements

Employees are encouraged to complete an employee expense report within **5 business days** of their return from district travel. An employee of DeSoto ISD is entitled to reimbursement of certain travel expenses required by the district to conduct official district business. The amount of the reimbursement is subject to certain limitations as prescribed by Chapter 660 of the Texas Government Code, the General Appropriations Act, TEA Guidelines Related to Specific Costs, and local rules adopted by DeSoto ISD.

Conservation of state funds

The district must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances. Texas Government Code Section 660.007

Official district business

The district may reimburse a travel expense only if the purpose of the travel clearly involves official and required district business and is consistent with the district's legal authority.

District and employee responsibilities

The district is responsible for properly training all affected employees on travel regulations and keeping them informed of any changes in travel rules. The district must ensure that all travel reimbursements are examined prior to payment to ensure compliance with all applicable regulations and limitations. Employees must ensure that their travel complies with applicable laws and rules and must not seek reimbursement for travel expenses that the employee should reasonably know are not reimbursable. The Chief Financial Officer, or designee, is required by law to properly audit all claims submitted for payment. Therefore, all payment transactions are subject to audit regardless of amount or materiality.

Overnight Travel

A district employee is entitled to be reimbursed for lodging, meal and incidental expense incurred while conducting official district business at a duty point outside of his or her designated headquarters. The amount and specifics of the reimbursement are described in this section.

I. Transportation

A district employee is entitled to be reimbursed for transportation charges incurred while conducting official and required district business. The employee should select the most cost effective method of transportation available. Details on transportation are described in this section.

A. Mileage in personal vehicle

- a. Mileage Rate: A district employee is entitled to be reimbursed (mileage advances are not permitted) for mileage incurred to conduct official and required district business per Texas Government Code Section 660.041. The reimbursement *may not* exceed the product of the actual number of miles traveled for business and the maximum mileage reimbursement rate per Texas Government Code Section 660.042. Current rates may be found on the Texas State Comptroller website. The mileage rate is inclusive of all expenses associated with the employee's use of his or her vehicle. DeSoto ISD currently reimburses at maximum allowable rate; however, the district is not required to reimburse at the maximum rate. The district may specify a mileage rate that is lower than the maximum allowable rate per mile, but must notify affected individuals in writing about the lower rate before implementing it.
- b. Route Determination: The number of reimbursable miles *may not* exceed the number of miles of the most cost-effective reasonably safe route between two duty points. In determining the most cost-effective reasonably safe route, the

district may consider the route that provides the shortest distance, the quickest drive time or the safest road conditions.

- c. Mileage Calculation: The number of miles traveled by an employee for official and required district business may be determined by point-to-point itemization. Point-to-point mileage may be documented by an employee's vehicle odometer reading or by a readily available online mapping service. The itemization must be sufficiently detailed for the district finance department to verify the number of miles.

Note: An increase in the number of miles incurred due to an employee receiving inadequate directions or being lost is not reimbursable

- d. Travel between residence and an airport: The **superintendent** may determine on a case-by-case basis when it is appropriate to reimburse an employee for mileage between residence and an airport.
- e. Travel between employee's residence and place of employment: A district employee **may not** be reimbursed for mileage incurred in traveling between the employee's residence and place of employment in a personally owned or leased motor vehicle unless the travel:
 - i. Is necessitated by extraordinary circumstances, **and**
 - ii. Occurs outside of the hours the employee is working.

B. Four-per-car rule: When employees from the same district travel on the same dates with the same itinerary, they must coordinate travel. **When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage.** When more than four employees travel on the same itinerary, only one out of four may be reimbursed for mileage. [Texas Government Code Section 660.044](#). The four-per-car rule does not apply if the **superintendent** determines before travel that it is not feasible for the employees to travel together in the same motor vehicle. This determination may be made only for reasons related to official and required district business.

C. Parking: The district will reimburse an employee for self-parking expense incurred while traveling in a personally owned or leased vehicle, rental vehicle, or district-owned vehicle. Valet parking will be reimbursed at self-parking rate unless no self-parking is available.

D. Tolls: The district will reimburse an employee for tolls paid when the employee travels in a personally owned or leased vehicle, rental vehicle, or district-owned or leased

Vehicle when the toll charges occur on the approved point-to-point mileage documentation.

E. Rental vehicles: A district employee is entitled to **reimbursement** for the cost of renting a vehicle to conduct official and required school business. Texas Government Code Section 660.091 The reimbursement includes all applicable taxes and mandatory charges. It may also include a charge for a collision damage waiver or a loss damage waiver if not already included in the contracted rate for the rental. A charge for an additional driver may only be reimbursed if incurred for a business reason. A charge for a liability supplement, personal accident insurance, safe trip insurance or personal effects insurance *is not* reimbursable.

- a. Sharing a vehicle: When at least two district employees share a rental vehicle, each employee is entitled to be reimbursed for his or her share of the rental cost.
- b. Receipt requirements: For a district employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose. **The receipt must include the following:**
 - i. The name of the rental company, and
 - ii. The name of the employee renting the vehicle, and
 - iii. The starting and ending dates of the rental, and
 - iv. An itemization of expenses incurred, and
 - v. Proof of payment.

If the receipt does not include all of the above listed items, the rental contract may also be included to provide that information.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information is added is considered unaltered if the information does not conflict with the original information on the receipt.

If the individual listed on the receipt is different than the district employee listed on the voucher, the supporting documentation must include proof that the employee paid for the expenses for which he or she is claiming reimbursement. The proof may be in the form of a credit card slip or billing, a canceled check or a receipt for the individual listed on the receipt.

If the receipt and contract are both unavailable, the supporting documentation must include a copy of the receipt or contract, the canceled check or credit card slip used to pay the rental expense or the credit card billing on which the rental charges appear. In any of these alternative methods are used as supporting documentation, the above information required from the receipt must still be included in the documentation.

F. Commercial air transportation: A district employee is entitled to be **reimbursed** for the actual cost of commercial air transportation incurred to conduct state business. Texas Government Code Section 660.091 The reimbursement *may not* exceed the cost of the lowest available airfare between the employee's designated headquarters and the employee's duty point. Texas Government Code Section 660.093 Upgraded seating is **NOT reimbursable**.

a. Receipt Requirements: For a district employee to be reimbursed for a commercial air transportation expense, the employee must provide proof that the expense was incurred. A complete passenger receipt issued by a commercial airline company or an itinerary issued by the company or a travel agency serves this purpose. **The receipt or itinerary must include the following:**

- i. The name of the employee and airline, and
- ii. The ticket number, and
- iii. The class of transportation, and
- iv. The travel dates, and
- v. The amount of the airfare, and
- vi. The origin and destination of each flight, and
- vii. Proof of payment.

A passenger receipt or itinerary that has been altered by any person other than the entity issuing the receipt or itinerary is unacceptable. A receipt or itinerary to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

If the receipt and itinerary are both unavailable, the supporting documentation must include a copy of the receipt or itinerary, the canceled check or credit card slip used to pay the transportation expense, or the credit card billing on which the transportation charges appear. If any of these alternative methods are used as supporting documentation, the above information required from the receipt or itinerary must still be included in the documentation.

G. Excessive Baggage: Charges for excessive baggage may be reimbursed as long as the travel is related to official and required school business. The district has the option to deny excessive baggage charges based on the criteria of “reasonable and necessary” as set forth in the State Travel Management Program (STMP).

H. Mass Transit, taxi or limousine: A district employee is entitled to be **reimbursed** for the actual cost of transportation by bus, subway, other mode of mass transit or taxi if incurred to conduct official and required school business. Texas Government Code Section 660.091 The cost is only reimbursable if provided by a commercial transportation company. Texas Government Code Section 660.092(f)

A district employee is entitled to be reimbursed for the actual cost of transportation by limousine only if it was the least costly transportation available considering all relevant circumstances. Texas Government Code Section 660.094

If a taxi or limousine is shared by two or more district employees, then only the employee who paid for the transportation may be reimbursed for that expense. The other employees may be reimbursed only for charges imposed on an individual-by-individual basis.

- a Receipt Requirements: State law does not require a receipt for a reimbursement of travel by bus, subway, other mode of mass transit, taxi or limousine. The supporting documentation must itemize the date and the fare charged for each trip.

I. Direct payment of transportation expenses: The district may directly pay a commercial transportation company, a credit card issuer or a travel agency for the expense of transporting the district’s employees. Texas Government Code Sections 660.092(c), 660.014(a)

The district may directly pay a commercial transportation company, a credit card issuer or a travel agency in advance of the employee’s travel if the company offers lower rates for the transportation.

Note: The amount of the district’s direct payment of a transportation expense **may not** exceed the amount that would have been reimbursed to a district employee for that expense.

II. Meals

Meal rates may differ depending on whether the travel is in-state or out-of-state. A district employee may be **reimbursed** for a meal expense incurred on a day that the employee conducts official and required school business outside his or her designated headquarters. [General Appropriations Act IX-5.06](#) **Texas travel policy only allows for reimbursement of the actual cost of meals, not per diem allowances.**

Meal reimbursements are only non-taxable to the employee if certain conditions are met:

1. Expenses are *away from home*
2. Expenses are incurred during overnight travel
3. Employee substantiates the travel within a reasonable time (See a. Meal Receipts)
4. Expenses are paid under an accountable plan

[IRS Taxable Fringe Benefits Guide - Section 9 \(Travel Expenses\), January 2013](#)

The statutory phrase “away from home” has been interpreted by the U.S. Supreme Court to require travel overnight, or long enough to require substantial “sleep or rest”.

Meal expenses incurred while traveling to a duty point the day before school business begins and traveling from a duty point the day after school business ends are reimbursable. Meal expenses incurred more than one day before or after the school business begins or ends are not reimbursable unless the expenses are incurred to qualify for discount airfare or travel to or from the duty point reasonably requires more than one day.

- A. **Meal reimbursements:** A district employee may only be reimbursed for his or her actual expense not to exceed the maximum meal reimbursement rate for that location. The school meal expense reimbursement is not a per diem. The maximum should not be claimed unless the actual receipts equal or exceed the maximum allowable rate.

Districts must use the federal rates provided by the General Services Administration (GSA) for both in-state and out-of-state travel within the contiguous United States. The maximum rate can be found at [GSA Maximum Reimbursement Rates by Location](#) .

If the city is not listed, but the county is listed; use the rate of the county.

For areas not listed (city or county), the rates are:

Meals In-State/Out-of-State: up to \$46

Note: Both the lodging and meal reimbursement rates are listed on the GSA’s website. Lodging rates are listed in the “Max lodging by Month” column. Meal rates are listed in the “Meals & Inc. Exp.” column. Only the “Max lodging by Month” and “Meals & Inc. Exp.” columns apply to district employees.

\$51-\$74 PER DAY (Maximum allowable for overnight travel based on GSA published rates)

To be eligible for Meal Allowance the employee must adhere to the following guidelines:

Meal Breakdown (partial excerpt from www.gsa.gov)

M&IE Total	\$51	\$54	\$59	\$64	\$69	\$74
Continental Breakfast/Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidental Expenses	\$5	\$5	\$5	\$5	\$5	\$5

Meal Allowance must cover meal, gratuity & sales tax

- a. Meal receipts:
 - i. Detailed meal receipts (**not credit card receipts**) are required by DeSoto ISD for federal, state or local funded travel.

- b. Prohibited reimbursements:
 - i. Meal expenses within designated headquarters: A district **may not** reimburse a district employee for a meal expense incurred within the employee’s designated headquarters unless it is mandatory and connected with training, a seminar or a conference. Texas Government Code Sections 660.113(c), 660.009
 - ii. Meal expenses incurred while not conducting official and required school business: A district employee **may not** be reimbursed for a meal expense incurred while not conducting official and required school business unless an **exception** applies. Texas Government Code Section 660.009 A list of exceptions can be found in this guide Appendix A, “Exceptions”. District business does not include the breakdown of a personally owned or leased vehicle or any occurrence not connected with the district employee’s official duties.
 - iii. Gratuities: Tips or gratuities paid in conjunction with meal expenses are generally not reimbursable. A “mandatory” service charge may only be

reimbursed if the service charge is imposed by an establishment and cannot be refused by the customer.

- iv. Alcoholic beverages: A district employee *may not* be reimbursed for the purchase of an alcoholic beverage. Texas Government Code Section 660.113

III. Lodging

A. Lodging reimbursements/allowances: A district employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts official and required school district business outside of his or her designated headquarters. The district may also elect to advance to the employee a travel allowance for lodging expenses in certain situations. The lodging expense may only be reimbursed, or advance applied, if it is incurred at a commercial lodging establishment. The employee may only be reimbursed for his or her actual lodging expense not to exceed the maximum lodging rate if traveling with state or federal funds. (See c. Exceptions, pg. 11)

Primary Destination (1, 2)	County (3, 4)	2017			2018									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates / STANDARD RATE	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163
Austin	Travis	\$146	\$146	\$146	\$165	\$165	\$165	\$146	\$146	\$146	\$146	\$146	\$146	\$146
Big Spring	Howard	\$97	\$93	\$93	\$93	\$93	\$93	\$97	\$97	\$97	\$97	\$97	\$97	\$97
College Station	Brazos	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107
Corpus Christi	Nueces	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
Dallas	Dallas	\$142	\$142	\$142	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$142	\$142	\$142
El Paso	El Paso	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98
Galveston	Galveston	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$121	\$121	\$121	\$99
Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$121	\$121	\$121	\$121	\$137	\$137	\$137	\$137	\$137	\$121	\$121	\$121	\$121
Midland	Midland	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105
Pecos	Reeves	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105
Plano	Collin	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120
Round Rock	Williamson	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
San Antonio	Bexar	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124
South Padre Island	Cameron	\$93	\$93	\$93	\$93	\$93	\$100	\$100	\$100	\$100	\$110	\$110	\$110	\$93
Waco	McLennan	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102

If the city is not listed, but the county is listed, use the rate of the county.

For areas not listed (city or county), the rates are:

- Lodging In-State: up to \$85
- Lodging Out-of-State: up to \$83

A district employee **may not** be reimbursed for lodging expenses incurred while not conducting official and required school business unless an **exception** applies. Texas Government Code Section 660.009 A list of exceptions can be found in this guide Appendix A, “Exceptions”. District business does not include the breakdown of a personally owned or leased vehicle or any occurrence not connected with the district employee’s official duties.

Lodging expenses incurred the night before district business begins and the night after district business ends are reimbursable. Lodging expenses incurred more than one night before or after the school business begins or ends are not reimbursable unless the expenses are incurred to qualify for discount airfare or if travel to and from the duty point reasonably requires more than one day. Texas Administrative Code Section 5.22

a. Cancellation charges: The district may reimburse an employee for a cancellation charge if the charge is incurred:

- For a reason related to district business, or
- For a reason related to district business that could not be conducted because of a natural disaster, or
- Because an employee was unable to complete business travel because that employee was ill or had a personal emergency.

b. Direct payment of lodging expenses: The district may directly pay a commercial lodging establishment, a credit card issuer or a travel agency for lodging expenses incurred by the district’s employee. Texas Government Code Section 660.114(a)

Note: The amount of the district’s direct payment of a lodging expense **may not** exceed the amount that would have been reimbursed to a district employee for that expense.

c. Exceptions when traveling with Federal or State Funds: Total amount paid from Federal or State Funds **may not** exceed the GSA approved maximum rates. Any approved excess must be paid from General Operating Funds.

- d. Receipt requirements: For a district employee to be reimbursed for lodging expense, or if employee received a travel allowance for lodging expenses, the employee must provide proof that the expense was incurred. This normally takes the form of a lodging receipt.

A lodging receipt issued by a commercial lodging establishment, a travel agency or a broker is acceptable and must include the following: Texas Government Code Section 660.115

- i. The name and address of the commercial lodging establishment, and
- ii. The name of the employee, and
- iii. The room rate, and a daily itemization of the lodging charges, and
- iv. Proof of payment

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt. The paper version of a receipt delivered through the Internet or electronic mail by a commercial lodging establishment, travel agent or broker is considered original.

If a lodging receipt is unavailable, the supporting documentation must include the cancelled check or credit card slip used to pay the lodging expense, the credit card billing on which the lodging charges appear or a copy of the receipt, check, slip or billing.

- e. Requesting a higher maximum lodging reimbursement rate: The **superintendent or designee** may determine that local conditions necessitate an increase in the lodging rate for a particular location, or event, for both in-state and out-of-state travel. This determination must be documented internally by the district and made available upon request during external audit.
- f. Reducing meal reimbursement rate to increase lodging rate: A district employee may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel. However, a district employee may not reduce lodging rate to increase meal allowance.

Example:

Gloria is a district employee who is planning to travel to Florida for a business meeting. The maximum lodging rate for Florida at the time is \$100 per day and the maximum meal reimbursement rate is \$45 per day. Gloria finds a hotel very close to where her business meeting is being held, but the hotel charge is \$110 per night. Gloria decided that she would like to reduce her meal reimbursement from \$45 to \$35 so that she can use the \$10 reduction to stay in the convenient hotel.

- g. Sharing lodging: When at least two district employees share lodging, the district must reimburse each employee for his or her share of the lodging expense. For each traveler, the reimbursement **may not** exceed the maximum lodging reimbursement rate. When only one of the individuals sharing lodging is a state employee, the employee may only be reimbursed the room rate for a single occupancy. Each employee must submit a Reimbursement request to receive reimbursement.
- h. Hotel occupancy taxes: A district employee is exempt from paying the state hotel occupancy tax. Texas Tax Code Section 156.102(a) The employee is not exempt from paying the county or municipal hotel occupancy tax.

A Texas school district **may not** reimburse a state employee for a state hotel occupancy tax charged by a commercial lodging establishment if the employee fails to present a properly completed exemption certificate to the establishment. Texas Government Code Section 660.116(b)

If the district employee presents a properly completed exemption certificate to a commercial lodging establishment and the establishment refuses to honor the certificate, then the district may reimburse the employee for all the hotel occupancy taxes charged by the establishment. To qualify the district **must provide** to the Comptroller of the State of Texas the name of each establishment within Texas that refuses to honor a properly completed and presented exemption certificate.

APPENDIX A – EXCEPTIONS

Generally, in order for a travel expense to be reimbursable, it must be related to official and required school business. However, there are certain circumstances that allow for reimbursement of expenses not related to school business. This appendix details each of these exceptions.

A. Reimbursable expenses incurred for reasons unrelated to school business:

- a. Medical care for traveling district employees: As additional compensation to a district employee, the employee may be reimbursed for a travel expense incurred while obtaining medical care for the employee if:
 - i. The expense is incurred outside the employee's designated headquarters; and
 - ii. The purpose of the employee traveling outside the employee's designated headquarters was to conduct official and required school business; and
 - iii. Waiting to receive the care until the employee returns to the employee's designated headquarters would be unreasonable; and
 - iv. The expense would have been reimbursable had it been incurred while conducting school business; and
 - v. The expense is incurred only while traveling to the nearest appropriate medical care facility. [Texas Government Code Section 660.010 \(1-4\)](#)
- b. Funerals: A school district employee may be reimbursed for a travel expense incurred while attending the funeral of an individual who was a district employee or a board member if:
 - i. The district determines that the employee's attendance at the funeral is appropriate under the circumstances; and
 - ii. The expense is reimbursed only to the extent it could have been reimbursed had it been incurred while conducting official and required school business. [Texas Government Code Section 660.011](#)
- c. Natural disaster or other occurrence: A school district employee may be reimbursed for a travel expense incurred as a result of attempting to conduct official and required school business if:
 - i. The employee is unable to conduct the business because of a natural disaster or other natural occurrence; and
 - ii. The expense would be reimbursable had the school business been conducted. [Texas Government Code Section 660.009](#)
- d. Travel expenses incurred while on leave: A school district employee may be reimbursed for a travel expense while using personal or compensatory leave if:
 - i. The leave is used while the employee is away from their designated headquarters; and

- ii. The primary purpose of the employee's being away is to conduct official and required school business; and
- iii. The district determines that returning the employee to their designated headquarters while using the leave would not be practical or cost-effective; and
- iv. The expense incurred in the duty point at which the employee is conducting school business; and
- v. The expense is a type of expense that the employee incurred or would have incurred while conducting school business. Texas Government Code Section 660.008 (1-3)

e. Ex:

Julie is a school district employee headquartered in DeSoto. She travels to Houston to conduct school business. Julie attends meetings in Houston on Monday and Tuesday and has another meeting in Houston on Friday. Julie's supervisor determines that it would not be cost-effective to reimburse her to return to DeSoto, her headquarters, and then back to Houston, her duty point, on Friday to resume school business. Julie agrees to stay in Houston on personal leave on Wednesday and Thursday. Therefore, she may be reimbursed for meals, lodging and transportation expenses incurred at the duty point while she is on leave. The expenses she incurs both on personal leave and while conducting official and required school business are only reimbursable up to the applicable maximum reimbursement rates. If Julie decides to drive her vehicle to a location outside the duty point or incurs meals at a location outside the duty point, the expenses would not be reimbursable.

- f. Travel expenses incurred while returning to a designated headquarters because of illness or a personal emergency: A school district employee may be reimbursed for a travel expense incurred when the employee returns from a duty point to his or her designated headquarters before school business is completed because of an illness or personal emergency. Texas Government Code Section 660.012(b)

B. Spending the weekend away from a designated headquarters: A district may determine whether a school district employee should (1) remain at the employee's duty point during the weekend or (2) return to the employee's designated headquarters.

- (1) Remaining at a duty point during the weekend: An employee may be reimbursed for weekend travel expenses at the duty point if the district determines that it is most beneficial for the employee to remain at the duty point over the weekend. The reimbursable expenses are limited to the types of expenses the employee incurred on the other days while conducting school business.

- (2) Returning to designated headquarters during the weekend: An employee may be reimbursed for a transportation expense incurred while returning to the headquarters and then going back to the duty point after the weekend if the district determines it is most beneficial for the employee to return to the headquarters.

C. Multiple reimbursements of a travel expense prohibited: A school district employee may only be reimbursed for a travel expense from one source. If an employee receives a travel reimbursement from a person, company, business, organization, or corporation other than the district and the amount of the reimbursement is less than the expenses incurred, the employee may seek reimbursement from the district for the difference.

Example

David, a school district employee headquartered in DeSoto, travels on school business to Austin. David, is also a board member of a professional organization that will pay for his lodging cost while in Austin because he will be attending a board meeting during his stay. Since the professional organization is paying for David's lodging cost, he may not claim a lodging cost on his travel reimbursement from the district. David may claim his other reimbursable expenses incurred for school business, such as meals, transportation, incidentals, etc.

APPENDIX B – MISCELLANEOUS PROVISIONS

This section includes all other types of travel expenditures not previously mentioned in the Travel Guidelines.

- 1. Lost or stolen tickets or similar items:** A district employee may be reimbursed for a ticket or similar item that has been lost or stolen only if the district determines that the loss or theft occurred despite the employee's exercise of reasonable care to safeguard the item.

If a district employee is reimbursed for a ticket or similar item, and the item is subsequently lost or stolen because of their failure to exercise reasonable care to safeguard it, the employee is liable to the district for its value. [Texas Government Code Section 403.275\(1\),\(3\)](#)

- 2. Death of a district employee:** If a district employee dies while conducting school business at a duty point outside his or her designated headquarters, a district may pay the expense of preparing and transporting the employee's remains and personal property to the employee's designated headquarters or another location designated by the executor or administrator of the employee's estate. If transport is to a location other than the designated headquarters, then the amount of the district's payment may not exceed the amount that would have been paid for transport to the headquarters. [Texas Government Code Section 660.144](#) The district may reimburse the employee's estate for appropriate lodging and transportation expenses incurred by the employee at the duty point.
- 3. Packaged arrangements:** If a district or district employee purchases a package of at least two travel arrangements (i.e. meals, lodging, transportation, incidental expenses, registration fees), each type is reimbursable only to the extent it would have been reimbursable had it not been included in the package. The travel authorization form must separately state the cost of each type of travel arrangement.

Example:

Joe, a district employee planning a school business trip to Amarillo, finds a great deal for a packaged trip online. The package deal includes airfare for \$200, rental car for \$30 per day and lodging for \$90 per day. If Joe were to book the airfare separately, it would cost \$400. Reimbursement of each cost is limited to what would have been reimbursable if it had not been included in the package. For example, the applicable lodging rate is only \$85, so the additional \$5 spent on lodging is not reimbursable. When Joe submits his travel authorization form for reimbursement, he will need to include documentation that states separately each type of travel cost combined in the package.

- 4. Discounts for frequent use of a commercial lodging establishment:** A 1984 opinion by the State Ethics Advisory Commission limits the use of travel discounts or bonuses earned from travel paid with public funds. Such a discount or bonus can only be used for a private purpose if it cannot be by used for a public purpose. Each agency must determine whether a discount or bonus can be used for a public purpose.

Further clarification is given in the Texas Penal Code Section 39.02, which criminalizes a district employee's misuse of government property or other things of value belonging to state government that come into the employee's possession by virtue of the employee's office or employment. However, this section also states that a discount or award given for travel, such as frequent flyer miles, rental car or hotel discounts or food coupons, are not things of value belonging to the government for purposes of the section. This is due to the administrative difficulty and cost involved in recapturing the discount or award for a governmental entity.

APPENDIX - C
DESOTO ISD
PROCEDURES: TRAVEL CHECKLIST

Before the Trip

- Is the trip consistent with District goals and objectives? If grant funded, is the trip necessary to accomplish the objectives of the grant project? Include how travel meets objectives on the “Activity/Purpose” box in the Employee Travel Module in TEAMS. (TEA Regulation)

- Have you read and understood the DeSoto ISD Travel Guidelines?

- Do adequate budgeted funds exist to cover ALL estimated expenses?

- Have you submitted a completed a Travel Request in the TEAMS system to your supervisor and/or Program Director, and received authorization for the trip?

- If requesting mileage reimbursement, have you attached supporting documentation in your Travel Request verifying mileage?

- If requesting meal reimbursements, have you attached supporting documentation from GSA website to the Travel Request? Have you adjusted for meal provided by event and travel days? (IRS Regulation)

- If requesting lodging, have you attached supporting documentation or proof of registration for actual cost of lodging to your Travel Request?

- Have you submitted check request for all expenses through the TEAMS system at least 10 business days prior to departure date?

- Have you received your travel packet from the DeSoto ISD Business Office?

DESOTO ISD
PROCEDURES: TRAVEL CHECKLIST

After the Trip (Please return this checklist with Travel Settlement Form)

- Have you submitted a completed a Expense Report in TEAMS within 5 days of return?
(IRS and TEA Regulation)

- If you returned excess cash, did you receive an official cash receipt?

- Have you attached all required receipts and proof of attendance?

- If there were charges on any district credit card, have you completed all paperwork with supporting documentation and downloaded in TEAMS Travel Module and/or turned in to Finance office?

- If charges were placed on a district Purchase Order, have you “Received” those items in the TEAMS system and sent any supporting documentation to Accounts Payable?

- I understand that failure to submit an Expense Report in a timely manner will have a tax liability, payroll deduction of advance travel funds, suspension of travel privileges, and other possible consequences.

Traveler Signature

Date

Entry Point: Employee Service Center - My Travel

Creating a Travel Request

1. Click the New Request link. The General tab appears. This tab allows you to set up basic information that is used in the rest of the Travel Request sections.

General

Traveler: *

Event: Event Number:

Activity/Purpose: *

Characters remaining: (1028 max)

Destination State: * City: *

Departure Date: * Time: * AM PM

Return Date: * Time: * AM PM

Will an advance of expenses be expected: * Yes No

Account Type: *

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner Prct	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="\$0.00"/>
									100%

[Add Account Type](#)

Type	Account Number	Percent	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save Request](#)

Travel Requests

[Configure columns](#) | [Sort](#) | [Clear](#) Sorted by: (default)

Request ID	Event	City	Status	Next in Workflow	State	Departur Date	Return Date	Reiml Expec	Traveler	A
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
50	Testing	ABILENE	Entered		TX	06-24-2016	06-26-2016	N		
4	Travel Request 020216 02	AUSTIN	Entered		TX	02-05-2016	02-05-2016	N		

record count: 7 of 7

[Edit](#)
[Delete](#)
[Attachments](#)
[View Approval History](#)

[Continue](#)

Create Travel Request function, General tab

2. Enter the name of the traveler in the Traveler field. The box to the right of the field is a link to the Employee Lookup function. **(Not applicable in Employee Service Center)**
3. If an Event or Event Number was set up for you, it appears in the Event or Event Number drop-down list and you should select it. If no Event or Event Number was set up for you, ignore these fields.

Note: If the Event has been completely set up, the Event Number, Activity/Purpose, Destination State, Destination City, Departure Date, Departure Time, Return Date and Return Time fields on this page are automatically filled in.

4. Enter the purpose of the trip in the Activity/Purpose field, if it was not predefined.
5. Select the Destination State and City from the drop-down list.
6. Select the Departure Date and Time and the Return Date and Time in the appropriate fields.
7. Select Yes or No for the Will an advance of expenses be expected question.

If Yes, select Direct Deposit or Paper Check from the Advance Delivery Method drop-down list.

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. **Districts may also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.**

8. Select the Account Type from the drop-down list. You can choose Student, Non-Employee, or Employee.
9. Enter an account number to associate with the Account Type, then click the Add Account Type button. After you enter the Account Number, it is saved to the account and appears as the default account number in all subsequent sections.

If you do not add an Account Type on the General tab, you must add one for each tab separately.

10. Once the General tab is completely filled out, click the Save Request box.
11. Add any appropriate attachments.
 - a. Click the request in the Travel Requests list to select it.
 - b. Click the Attachments button to view the Travel Request Attachment tab.
 - c. On the Travel Requests Attachments tab, click the + button to show a new File box.
 - d. Click the Choose File button in the File box.
 - e. Navigate to the file you want to attach to this request.
 - f. Click the Open button.
 - g. Repeat steps c through f to continue adding files.
 - h. Click the Save button when you are finished adding files.
12. Click the Continue button to proceed to the Registration tab.

Entering Registration Expenses

You can fill out the registration expense portion of the travel request on the Registration tab.

1. At the Do you need to enter Registration Information? prompt, click the Yes button to proceed to the Registration tab. Click the No button to skip Registration and move on to Lodging Expenses.

Registration Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Registration Title: *

Begin Date:

Projected Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner Prct	Amount	Available Budget Balance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	
									100%	\$0.00	

Attachments

File

Notes:

Characters remaining: (2000 max)

Registration Expenses

Configure columns | Sort | Clear Sorted by: (default)

Type	For	Projected Amount	Event Name	Traveler	A	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

Create Travel Request entry point, Registration tab

2. Select Yes or No in the Advance Required field.

If Yes, enter a date in the Needed By field and select Direct Deposit or Paper Check from the Delivery drop-down list.

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. Districts may also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.

3. Select Student, Non-Employee, or Employee from the Expense For drop-down list.
4. Select the Payment Type from the drop-down list. You can select Department Credit Card, Reimbursement, Check to Vendor, or District Credit Card. If you select Check to Vendor, you must add the Vendor ID from the Vendor Remit-To field. This ID is automatically filled in for all subsequent sections.
5. Enter the Registration Title, Begin Date, and Projected Amount.
6. If you did not enter an Account Type and number on the General tab, enter an account number.
7. Add Attachments or Notes in their respective boxes, if desired.
8. Click the Save and Continue button to proceed to the Lodging tab, or click the Save and Add/Edit Another button to add or edit another registration expense.

Entering Lodging Expenses

You can fill out the Lodging Expenses section of the travel request on the Lodging tab.

1. At the Do you need to enter Lodging Information? prompt, click the Yes button to proceed to the Lodging Expenses tab. Click the No button to skip Lodging Expenses and move on to Vehicle Expenses.

Lodging Expense

Advance Required: * Yes No

Expense For: * Employee Payment Type: * []

Hotel/Motel: * []
Phone Number: * []
Zip Code: * [] - []
Address Line 1: * []
Address Line 2: []
State: * Texas
City: * []

Employee

Number of Occupants: * []
Number of Rooms: * []
Number of Nights: * []
Estimated Rate: * []
Rate is Above GSA: * Yes No

Confirmation Number: []
Projected Amount: []

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner Prct	Amount	Available Budget Balance
[]	[]	[]	[]	[]	[]	[]	[]	100	0.00	\$0.00
								100%	\$0.00	

Attachments:
File: [Choose File | No file chosen]
Notes: []
Characters remaining: 2000 (2000 max)

Save and Add/Edit Another **Save and Continue** **Clear**

Lodging Expenses

Configure columns | Sort | Clear **Sorted by: (default)**

Type	For	Projected Amount	Lodge Name	Traveler	A	N
[]	[]	[]	[]	[]	[]	[]

record count: 0 of 0

Edit **Delete**

Create Travel Request entry point, Lodging tab

2. Select Yes or No in the Advance Required field.

If Yes, enter a date in the Needed By field and select Direct Deposit or Paper Check from the Delivery drop-down list.

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. Districts may also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.

3. Select Student, Non-Employee, or Employee from the Expense For drop-down list.
4. Select the Payment Type from the drop-down list. You can select Department Credit Card, Reimbursement, Check to Vendor, or District Credit Card.
5. Enter the name of the Hotel/Motel, and its Phone Number, Zip Code, Address, State, and City in the appropriate fields.
6. Enter the Number of Occupants, Number of Rooms, Number of Nights, and Estimated Rate in the appropriate fields.
7. Select Yes or No for Rate is Above GSA. The District Business Rule Rate is Above GSA Required under Travel Management controls whether this field is required or optional.
8. Optionally, you can enter the Confirmation Number. The Projected Amount is auto-calculated based on previous information provided, and can be manually adjusted.
9. If you did not enter an Account Type and number on the General tab, enter an account number.
10. Add Attachments or Notes in their respective boxes, if desired.
11. Click the Save and Continue button to proceed to the Vehicle tab, or click the Save and Add/Edit Another button to add or edit another lodging expense.

Entering Vehicle Expenses

You can enter vehicle expenses on the Vehicle tab.

1. At the Do you need to enter Rental Car or Personal Mileage Information? prompt, click the Yes button to proceed to the Vehicle Expenses tab. Click the No button to skip Vehicle Expenses and move on to Airline Expenses.

Vehicle Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Vehicle Type: *

Passenger Names:
Characters remaining: 1024 (1024 max)

Projected Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner Prct	Amount	Available Budget Balance		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	0.00	\$0.00	<input type="button" value=""/>	
									100%	\$0.00		<input type="button" value=""/>

Attachments

File

Notes:
Characters remaining: 2000 (2000 max)

Vehicle Expenses

[Configure columns](#) | [Sort](#) | [Clear](#) | Sorted by: (default)

Type	For	Projected Amount	Actual Amount	Vehicle Type	Traveler	A	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

[Create Travel Request entry point, Vehicle tab](#)

2. Select Yes or No in the Advance Required field.

If Yes, enter a date in the Needed By field and select Direct Deposit or Paper Check from the Delivery drop-down list.

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. Districts may

also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.

3. Select Student, Non-Employee, or Employee from the Expense For drop-down list.
 4. Select the Vehicle Type. You can select District, Rental, or Personal. If District, you must enter the Employee ID for use of the District Vehicle. If Rental, you must enter the name of the Rental Company and the Confirmation ID. If Personal, you must enter the Projected Mileage for use with the Mileage Reimbursement Rate for reimbursements.
-

Note: Projected Mileage must be entered as a whole number.

5. Enter the
-



icon to use the Employee Lookup function.

Employee ID. If needed, click the

6. Enter the Passenger Names.
7. If you did not enter an Account Type and number on the General tab, enter an account number.
8. Add Attachments or Notes in their respective boxes, if desired.
9. Click the Save and Continue button to proceed to the Airline Expense tab, or click the Save and Add/Edit Another button to add or edit another vehicle expense.

Entering Airline Expenses

You can enter the airline ticketing information for the Travel Request on the Airline Expense tab.

1. At the Do you need to enter Flight Information? prompt, click the Yes button to proceed to the Airline tab. Click the No button to skip Airline Expenses and move on to Meal Expenses.

Airline Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Contact Phone #: *

Birth Date of Traveler: *

Gender of Traveler: * Male Female

Departure:

Preferred Airline: Date: Time:

Flight Number: Confirmation Number:

Return:

Preferred Airline: Date: Time:

Flight Number: Confirmation Number:

Projected Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100		0.00	\$0.00
									100%	\$0.00	

Attachments

File

Notes: Characters remaining: 2000 (2000 max)

Airline Expenses

Configure columns | Sort | Clear Sorted by: (default)

Type	For	Project Amoun	Actual Amoun	Departure Airline	Return Airline	Traveler	A	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

Create Travel Request entry point, Airline tab

2. Select Yes or No in the Advance Required field.

If Yes, enter a date in the Needed By field and select Direct Deposit or Paper Check from the Delivery drop-down list.

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. Districts may also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.

3. Select Student, Non-Employee, or Employee from the Expense For drop-down list.
4. Enter the Contact Phone number, Birth Date of Traveler and select Male or Female for the Gender of Traveler. If this information is already in the system, these fields are automatically populated, and you do not need to add the information manually.
5. In the Departure section, select the Preferred Airline from the drop-down list, if available. If not, select Other to add a custom name. Information in the Return section is auto-populated based on information entered in the Departure section.
6. Select the Date, Time, Flight Number, and Confirmation Number for the flight.

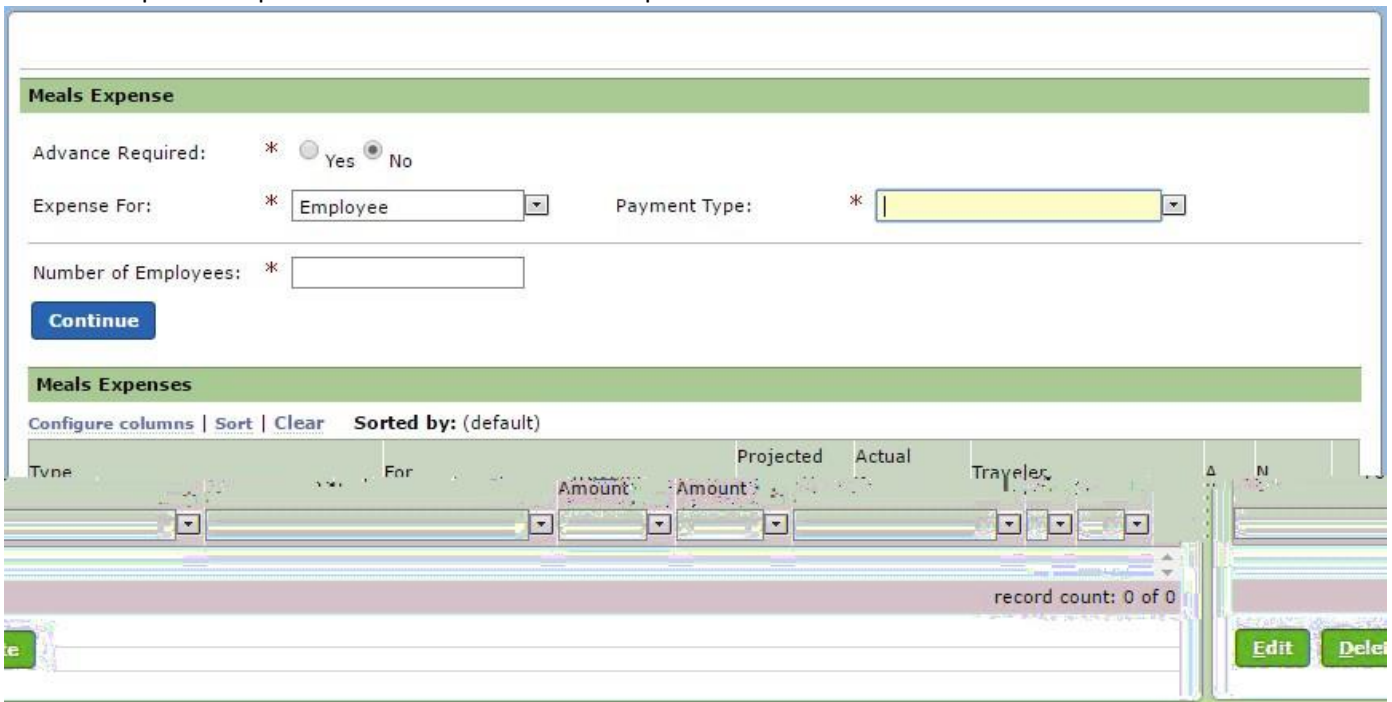
Note: The District Business Rule Flight Number Required controls whether or not the Flight Number is required in this field.

7. Information in the Return section is populated based on information entered in the Departure section. You may edit this information, if necessary.
8. Enter the Project Amount of the Airline Expense.
9. If you did not enter an Account Type and number on the General tab, enter an account number.
10. Add Attachments or Notes in their respective boxes, if desired.
11. Click the Save and Continue button to proceed to the Meals tab, or click the Save and Add/Edit Another button to add or edit another airline expense.

Entering Meal Expenses

You can enter the meal expenses for the Travel Request on the Meals tab.

1. At the Do you need to enter Meal Information? prompt, click the Yes button to proceed to the Meals tab. Click the No button to skip Meal Expenses and move on to Other Expenses.



The screenshot shows the 'Meals Expense' form and a table below it. The form has the following fields:

- Advance Required:** * Yes No
- Expense For:** *
- Payment Type:** *
- Number of Employees:** *

A blue **Continue** button is located below the form fields.

Below the form is a table titled **Meals Expenses**. The table has columns: Type, For, Amount, Projected, Actual, Traveler, and N. The table is currently empty, with a record count of 0 of 0. There are 'Edit' and 'Delete' buttons at the bottom right of the table.

[Create Travel Request entry point, Meals tab](#)

2. Select Yes or No in the Advance Required field.

If Yes, enter a date in the Needed By field and select Direct Deposit or Paper Check from the Delivery drop-down list.

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. Districts may also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.

3. Select Student, Non-Employee, or Employee from the Expense For drop-down list.
4. Enter the Number of Employees for whom the expense applies.
5. Click the Continue button to expand the Meal Expense section.

Meals Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Number of Employees: *

Date	Day of Week	Meal	District Paid	Provided	Per Diem	Projected
06-24-2016	Friday	Breakfast		<input type="checkbox"/>	0.00	<input type="text" value="0.00"/>
		Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.00	<input type="text" value="11.00"/>
		Dinner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.00	<input type="text" value="22.00"/>
06-25-2016	Saturday	Breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.00	<input type="text" value="7.00"/>
		Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.00	<input type="text" value="11.00"/>
		Dinner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.00	<input type="text" value="22.00"/>
06-26-2016	Sunday	Breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.00	<input type="text" value="7.00"/>
		Lunch		<input type="checkbox"/>	0.00	<input type="text" value="0.00"/>
		Dinner		<input type="checkbox"/>	0.00	<input type="text" value="0.00"/>

Totals: Max Reimbursement 80.00

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
									100	80.00	\$12,146.68
										\$80.00	

Attachments

File No file chosen

Notes:

Characters remaining: (2000 max)

Meals tab, Meal Expense section

- The next section shows the days of the trip as previously submitted. For each day of the trip, enter the expenses for Breakfast, Lunch, and Dinner. Indicate whether the meal was District Paid or Provided. If you choose District Paid, then the projected cost of the meal appears in the Projected column.

Note: There are District Business Rules under Travel Management to define the cut off times for Breakfast, Lunch and Dinner meal times.

The Max Reimbursement field shows the maximum reimbursement amount for the overall trip.

- If you did not enter an Account Type and number on the General tab, enter an account number.
- Add Attachments or Notes in their respective boxes, if desired.
- Click the Save and Continue button to proceed to the Other Expenses tab, or click the Save and Add/Edit Another button to add or edit another meal expense.

Other Expenses

You can enter other projected expenses for the travel request on the Other Expenses tab.

1. At the Do you need to enter Other Expense Information (Taxis, Parking, etc.)? prompt, click the Yes button to proceed to the Other Expenses tab. Click the No button to skip Other Expenses and move on to the Submit tab.

Other Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Expense Name: *

Projected Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner Prct	Amount	Available Budget Balance		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	0.00	\$0.00	<input type="button" value="🔍"/> <input type="button" value="🗑"/>	
									100%	\$0.00		<input type="button" value="+"/>

Attachments

File

Notes:
 Characters remaining: 2000 (2000 max)

Other Expenses

[Configure columns](#) | [Sort](#) | [Clear](#) Sorted by: (default)

Type	For	Projecte Amount	Actual Amount	Expense Name	Traveler	A	N	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

record count: 0 of 0

Note: The number of days prior to your trip that you can request an advance is controlled by a Business Rule set by your district. For example, if the rule is set to 3, then you cannot request an advance for travel within 3 days of the date on which you entered the Travel Request. Districts may also set the Business Rule so that no advances for travel expenses are allowed; if this is the case for your district, you cannot choose Yes as an answer to the advance question.

3. Select Student, Non-Employee, or Employee from the Expense For drop-down list.

4. Select the Expense Name. You can select Other, Parking Fees, Rental Gas, and Taxi Fares.
5. Enter the Expense Description and Projected Amount.
6. If you did not enter an Account Type and number on the General tab, enter an account number.
7. Add Attachments or Notes in their respective boxes, if desired.
8. Click the Save and Continue button to proceed to the Submit tab, or click the Save and Add/Edit Another button to add or edit another expense.

Submitting Travel Requests

You can submit travel requests for approval via the Submit tab.

Summary

Configure columns | Sort | Clear Sorted by: (default)

Expense Type	Expense Description	Payment Type	Expense For	Proj Amt	Actl Amt	Account Number	Traveler	Vendor	Check Number	Check Date	A	N
Lodging	Holiday Inn	Reimburse	Employee	85.00								
Event Registratio	TASBO	Reimburse	Employee	50.00								
Airline	Southwest	Reimburse	Employee	350.00								
Other	Parking	Reimburse	Employee	15.00								
Vehicle	Personal	Reimburse	Employee	27.00								
Meals		Reimburse	Employee	80.00								

record count: 6 of 6

Projected Total: 607.00
Actual Total: 0.00

General Section Attachments

Configure columns | Sort | Clear Sorted by: (default)

Request ID	Event	City	Status	Next in Workflow	State	Departur Date	Return Date	Reiml Expec	Traveler	A
50	Testing	ABILENE	Entered		TX	06-24-2016	06-26-2016	N		

record count: 1 of 1

Submit

Create Travel Request entry point, Submit tab

Each section that has been completed and added to the Travel Request will have a check next to it on the My Travel sidebar. Once all expenses have been added, confirm the Expense Types and Projected Amounts are correct, and then click the Submit button to submit the Travel Request for approval.

Creating Expense Reports

Entry Point: [Create Expense Report](#)

Expense Reports cannot be created unless a related Travel Request was previously submitted and approved.

Creating an Expense Report

1. Click the Create Expense Report link. The General tab appears.

Travel Requests

Configure columns | Sort | Clear Sorted by: (default)

Request ID	Event	City	Status	Next in Workflow	State	Departure Date	Return Date	Reimb Expect	Traveler	A
3	Travel Request 020216 01	ACE	Not Started		TX	01-01-1970	01-01-1970	N		
11	TABSE 2016 CONFERENCE	PLANO	Not Started		TX	03-03-2016	03-06-2016	Y		

record count: 19 of 19

[Edit](#) [Attachments](#) [View Approval History](#)

General

Event: _____ Event Number: _____

Activity/Purpose: _____

Destination: _____ State: Texas City: _____

Departure Date: _____ Time: _____ * AM PM

Return Date: _____ Time: _____ * AM PM

Reimbursement Delivery Method: _____

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Available Budget Balance
-	-	-	-	-	-	-	-	-	100	\$0.00
									100%	

[Continue](#)

Create Expense Report entry point, General tab

2. Select the appropriate Travel Request from the list of approved Travel Requests.
3. Add the dates and times of the trip and select a Reimbursement Delivery Method from the drop-down list.
4. Select Direct Deposit or Paper Check.
5. Click Continue to proceed to the Registration tab.

Note: After selecting the appropriate Travel Request, the values on each tab are populated according to the estimates made during the Travel Request. You must confirm the Payment Type by selecting Department Credit Card, Reimbursement, Check to Vendor, or District Credit Card. You must then confirm the Actual Amount and click the Save Changes button. If no Travel Request was submitted, it does not need to be confirmed.

Confirming Event Registration Expenses

You can confirm your event registration expense reports on the Registration tab.

1. At the Do you need to enter Registration Information? prompt, click the Yes button to proceed to the Registration tab. Click the No button to skip Registration and move on to Lodging Expenses.

Registration Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Registration Title: *

Begin Date:

Projected Amount: Actual Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2016	<input type="text"/>	100	0.00	\$-10,290.86
									100%	\$0.00	

Attachments

File No file chosen Characters remaining: (2000 max)

Registration Expenses

Configure columns | Sort | Clear **Sorted by:** (default)

Type	For	Projected Amount	Actual Amount	Event Name	Traveler	A	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

Create Expense Report entry point, Registration tab

2. Enter the Actual Amount of the registration expense.

3. Add Attachments or Notes in their respective boxes, if desired.
4. You can Edit expenses and Add additional expenses through the related buttons at the bottom of the screen.
5. When you are finished, click the Save and Continue button, or click the Save and Add/Edit Another button to add or edit other registration expenses.

Confirming Lodging Expenses

You can confirm your event lodging expenses on the Lodging tab.

1. At the Do you need to enter Lodging Information? prompt, click the Yes button to proceed to the Lodging Expenses tab. Click the No button to skip Lodging Expenses and move on to Vehicle Expenses.

Lodging Expense

Advance Required: Y Needed By: 02-26-2016
 Delivery: Paper Check
 Expense For: Employee

Hotel/Motel: Other
 Other Hotel/Motel Name:
 Phone Number:
 Zip Code:
 Address Line 1:
 Address Line 2:
 State: Texas
 City: PLANO
 Employee

Number of Occupants: 1
 Number of Rooms: 1
 Number of Nights: 3
 Estimated Rate: 101.27
 Rate is Above GSA: N
 Confirmation Number:

Projected Amount: 303.81 Actual Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
1000	00	0000	00	0000	00	000	2016	000-Texas 00	100	303.81	\$-10,290.86
									100%	\$303.81	

Attachments

File No file chosen

Notes:
 Characters remaining: 2000 (2000 max)

Lodging Expenses

Configure columns | Sort | Clear Sorted by: (default)

Type	For	Projected Amount	Actual Amount	Lodge Name	Traveler	A	N
Lodging	Employee	303.81		Other			

record count: 1 of 1

Create Expense Report entry point, Lodging tab

2. Select the appropriate Payment Type.

- For Department Credit Card, select the Credit Card from the drop-down list of approved credit cards.
-
- For Reimbursement, no other information is required.
- For Check to Vendor, choose the Route To information from the drop-down list. You can select Hold for Pick-Up, Send to vendor, or Return to Requestor.

For District Credit Card, no other information is required.

3. After selecting the Payment Type, enter the Actual Amount of the lodging expense.
4. Add Attachments or Notes in their respective boxes, if desired.
5. You can Edit expenses and Add additional expenses through the related buttons at the bottom of the screen.
6. When you are finished, click the Save and Continue button, or click the Save and Add/Edit Another button to add or edit other lodging expenses.

Confirming Vehicle Expenses

You can confirm your vehicle expenses on the Vehicle tab.

1. At the Do you need to enter Rental Car or Personal Mileage Information? prompt, click the Yes button to proceed to the Vehicle Expenses tab. Click the No button to skip Vehicle Expenses and move on to Airline Expenses.

Vehicle Expense

Advance Required: Y Needed By: 02-26-2016
Delivery: Paper Check
Expense For: Employee

Vehicle Type: Personal
Projected Mileage: 72 Actual Mileage:
(round up to nearest mile) (round up to nearest mile)
Passenger Names:
Projected Amount: 38.88 Actual Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
100	10	1000	10	100	10	100	2016	100 Percent 100	100	38.88	\$-10,290.86
100%										\$38.88	

Attachments
File
 No file chosen

Notes:
 Characters remaining: 2000 (2000 max)

Vehicle Expenses

Configure columns | Sort | Clear Sorted by: (default)

Type	For	Projected Amount	Actual Amount	Vehicle Type	Traveler	A	N
Vehicle	Employee	38.88		Personal	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

record count: 1 of 1

Create Expense Report entry point, Vehicle tab

2. Enter the Actual Amount of the vehicle expense.
3. Add Attachments or Notes in their respective boxes, if desired.
4. You can Edit expenses and Add additional expenses through the related buttons at the bottom of the screen.
5. When you are finished, click the Save and Continue button, or click the Save and Add/Edit Another button to add or edit other vehicle expenses.

Confirming Airline Expenses

You can confirm your airline expenses on the Airline tab.

1. At the Do you need to enter Flight Information? prompt, click the Yes button to proceed to the Airline tab. Click the No button to skip Airline Expenses and move on to Meal Expenses.

Airline Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Contact Phone #: *

Birth Date of Traveler: *

Gender of Traveler: * Male Female

Departure:

Preferred Airline: Date: Time:

Flight Number: Confirmation Number:

Return:

Preferred Airline: Date: Time:

Flight Number: Confirmation Number:

Projected Amount: Actual Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	001	HS	100	0.00	\$-10,290.86
100%										\$0.00		

Attachments

File: No file chosen

Notes:
 Characters remaining: 2000 (2000 max)

Airline Expenses

Configure columns | Sort | Clear **Sorted by:** (default)

Type	For	Projecte Amount	Actual Amount	Departure Airline	Return Airline	Traveler	A	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

[Create Expense Report entry point, Airline tab](#)

2. Select the appropriate Payment Type.
 - For Department Credit Card, select the Credit Card from the drop-down list of approved credit cards.
 -
 - For Reimbursement, no other information is required.
 -

For District Credit Card, no other information is required. For Direct Bill, no other information is required.

3. After selecting the Payment Type, enter the Actual Amount of the airline expense.
4. Add Attachments or Notes in their respective boxes, if desired.
5. You can Edit expenses and Add additional expenses through the related buttons at the bottom of the screen.
6. When you are finished, click the Save and Continue button, or click the Save and Add/Edit Another button to add or edit other airline expenses.

Confirming Meal Expenses

You can confirm your meal expenses on the Meals tab.

1. At the Do you need to enter Meal Information? prompt, click the Yes button to proceed to the Meals tab. Click the No button to skip Meal Expenses and move on to Other Expenses.

Type	For	Projected Amount	Actual Amount	Traveler	A	N
Meals	Employee		113.0			

Create Expense Report entry point, Meals tab

2. Select the appropriate Payment Type.
 - For Department Credit Card, select the Credit Card from the drop-down list of approved credit cards.
 - For Reimbursement, no other information is required.

For District Credit Card, no other information is required.

3. Click the Continue button to expand the Meals Expenses section.

Meals Expense

Advance Required: N

Expense For: Employee Payment Type: Reimbursement

Number of Employees: 1

Date	Day of Week	Meal	District Paid	Provided	Per Diem	Projected	Actual
03-08-2016	Tuesday	Breakfast		<input type="checkbox"/>	0.00	0.00	0.00
		Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.00	0.00	<input type="text" value="11.00"/>
		Dinner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.00	0.00	<input type="text" value="22.00"/>
03-09-2016	Wednesday	Breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.00	0.00	<input type="text" value="7.00"/>
		Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.00	0.00	<input type="text" value="11.00"/>
		Dinner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.00	0.00	<input type="text" value="22.00"/>
03-10-2016	Thursday	Breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.00	0.00	<input type="text" value="7.00"/>
		Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.00	0.00	<input type="text" value="11.00"/>
		Dinner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22.00	0.00	<input type="text" value="22.00"/>
03-11-2016	Friday	Breakfast		<input type="checkbox"/>	0.00	0.00	0.00
		Lunch		<input type="checkbox"/>	0.00	0.00	0.00
		Dinner		<input type="checkbox"/>	0.00	0.00	0.00

Totals: Max Reimbursement 113.00 Actual 113.00 Reimbursement 113.00

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
									100	113.00	\$-10,290.86
									100%	\$113.00	

Attachments

File: No file chosen

Notes:
 Characters remaining: (2000 max)

Meals tab, Meals Expenses section

4. After selecting the Payment Type, enter the Actual Amount of the expenses for each meal.
5. Add Attachments or Notes in their respective boxes, if desired.
6. You can Edit expenses and Add additional expenses through the related buttons at the bottom of the screen.

Note: The Reimbursement value will never exceed the Max Reimbursement value, regardless of the actual expense.

- When you are finished, click the Save and Continue button, or click the Save and Add/Edit Another button to add or edit other meal expenses.

Confirming Other Expenses

You can confirm your other travel expenses on the Other tab.

- At the Do you need to enter Other Expense Information (Taxis, Parking, etc.)? prompt, click the Yes button to proceed to the Other Expenses tab. Click the No button to skip Other Expenses and move on to the Submit tab.

Other Expense

Advance Required: * Yes No

Expense For: * Payment Type: *

Expense Name: *

Projected Amount: Actual Amount:

Fund	Func	Obj	SubObj	Org	PI	Local	Year	Owner	Prct	Amount	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2016	<input type="text"/>	100	0.00	\$-10,290.86
100%										\$0.00	

Attachments
File: No file chosen

Notes:
Characters remaining: 2000 (2000 max)

Other Expenses

Configure columns | Sort | Clear **Sorted by:** (default)

Type	For	Projected Amount	Actual Amount	Expense Name	Traveler	A	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

Create Expense Report entry point, Other Expenses tab

- Select the appropriate Payment Type.
 - For Department Credit Card, select the Credit Card from the drop-down list of approved credit cards.
 - For Reimbursement, no other information is required.

For District Credit Card, no other information is required.

- After selecting the Payment Type, enter the Actual Amount of the other expenses.
- Add Attachments or Notes in their respective boxes, if desired.
- You can Edit expenses and Add additional expenses through the related buttons at the bottom of the screen.

- When you are finished, click the Save and Continue button, or click the Save and Add/Edit Another button to add or edit another expense.

Submitting Expenses for Approval

You can confirm and submit Expense Reports for approval on the Submit tab.

9) Entered By: [redacted] Departure: 03-08-2016 Activity/Purpose: TABSE 2016 CONFERENCE Request ID: 11 Advances 342.69 - Expenses 113.00 = You Owe 229.69

Summary

Configure columns | Sort | Clear Sorted by: (default)

Expense Type	Expense Description	Payment Type	Expense For	Proj Amt	Actl Amt	Account Number	Traveler	Vendor	Check Number	Check Date	A	N
Vehicle	Personal	Advance	Employee	38.88						02-26-2016		
Lodging		Advance	Employee	303.81						02-26-2016		
Meals		Reimburse	Employee		113.00							

record count: 3 of 3

Projected Total: 342.69
Actual Total: 113.00

General Section Attachments

Configure columns | Sort | Clear Sorted by: (default)

Request ID	Event	City	Status	Next in Workflow	State	Departure Date	Return Date	Reimb Expect	Traveler	A
11	TABSE 2016 CONFERENCE	PLANO	Not Started		TX	03-08-2016	03-11-2016	Y		

record count: 1 of 1

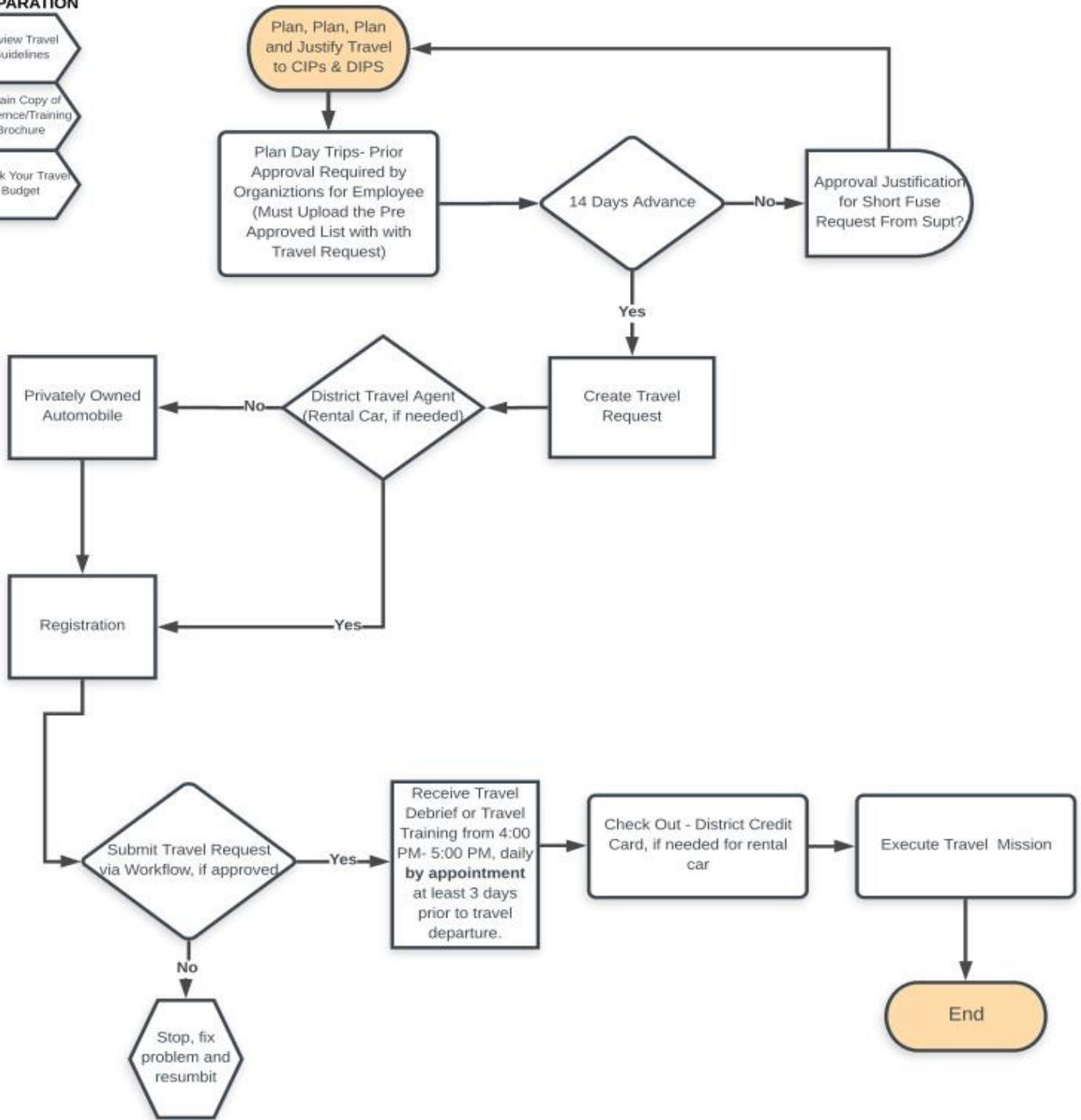
Submit

Create Expense Report entry point, Submit tab

The far right of the header contains either your reimbursement amount in green or the amount you owe in red.

PREPARATION

- Review Travel Guidelines
- Obtain Copy of Conference/Training Brochure
- Check Your Travel Budget



Travel Request Flowchart
 Day Trip - No Air Travel (No Advances)
 April 22, 2018

PREPARATION

- Review Travel Guidelines
- Obtain Copy of Conference/Training Brochure
- Check Your Travel Budget

