

# **Travel Guide**

[Board Operating Procedures for Board Travel](#)  
[Edgar Manual](#)

**Although this manual is not all-inclusive and cannot address all situations, it provides general information to assist with district travel processes and procedures.**

**For exceptions to the following guidelines, the Business Department must receive a written request from the budget administrator with justification for the exception. Exceptions should be submitted with the travel voucher.**

## **Out-of-District Travel**

### **Out-of-District-Travel Form**

The guidelines below are intended to assist the preparer. It is the employee's responsibility to comply with the Travel Expense Reimbursement Policy DEE. The District shall only provide overnight lodging and travel expenses for District employees, participating students, and chaperones.

When a travel advance is requested, the approved travel voucher and supporting documentation must be received in Purchasing for processing by 5 p.m. Monday of the week in which the check will be needed. Please remember that checks are usually issued on Friday. An exception may be made for student teams advancing in a competition where requesting the funds the previous week is unfeasible.

An employee travel advance may only be requested if the employee's travel expenses are greater than \$100.

The associated PO must be in blanket format and should be received in Munis before submitting documentation to Business Services.

Reconciliations and reimbursement requests *must* be submitted within five business days of the return travel date. Employees must use a copy of the original voucher for the reconciliation. Failure to do so will be considered a purchasing violation, and an infraction could be issued. This form must contain original signatures formally approving the actual travel expenditures.

Multiple employees may NOT be on one travel voucher. Each employee receiving District Funds must submit a separate travel voucher. The travel voucher and RPO should only reflect the amount allotted for the person traveling.

The Superintendent must approve all out-of-state travel, and they must sign the travel voucher prior to submitting it to Business Services. Travel using federal funds will be accessed on a case-by-case basis and should be approved in advance by the Federal Programs Coordinator.

#### **A. Travel Details**

- a. Please check the appropriate option: Advance, Reimbursement, or Reconciliation.
  - The amounts an employee requests as an advance are itemized in the "Employee Advance" column. Reimbursements are itemized in the "Actual Expense Paid by Employee" column.
  - Signatures should be in the appropriate box
- b. Enter the employee's name, vendor number, and school/department
- c. Name of the Conference
- d. Enter the beginning and end dates for the specific event
- e. Enter the event location
- f. Depart Date/Time is the day and time the employee leaves their home base
- g. Return Date/Time is the day and time the employee returns to their home base
- h. Purpose: State what will be gained from the training or how it will help with job duties and/or responsibilities (not "staff development," "leadership," "training," or the name of the conference).

#### **B. Expenditures**

- When a Travel Voucher is completed to request travel, all potential expenses must be listed. Amounts to be paid directly by the District, such as registration, common carrier cost, etc., are itemized in the "Related Expense" column.
- Lodging and meal expenses incurred the day before LEA business begins and the day after LEA business ends are not reimbursable. Lodging and meal expenses incurred more than one night before or after the LEA business begins or ends are not reimbursable.

**a. Meals**

**- Staff**

- Eligibility: The trip *must* include an overnight stay. **There is no meal allowance for day travel. Only meals are allowed; incidentals, such as snacks, candy, and drinks, are not allowed.**
- Per Diem Rates (IRS standard rate per diem):
  - Full day: \$68 (Breakfast, lunch, and dinner)
  - Breakfast: \$16 (Leaving home/campus before 7 AM or returning to home/campus after 9 AM)
  - Lunch: \$19 (Leaving before 11:30 AM or returning after 1 PM)
  - Dinner: \$28 (Leaving before 6 PM or returning after 6 PM)
- The reimbursed amount may not exceed the actual expense. Per diem for out-of-state staff travel is the rate authorized by the IRS for the area where the activity is being held. [General Services Administration](#). For federal per diem guidelines, refer to the EDGAR Manual.

**- Students**

- Students, employees, and chaperones are authorized to receive \$8 per meal for extended-day travel.
- If overnight, the per diem amount for employees is at the discretion of the budget administrator.
- Out-of-state student per diem will be at the discretion of the budget administrator. Justification must be provided for amounts over \$8.

**b. Mileage**

- The mileage rate is \$0.70
- Reimbursement may not exceed the product of the number of miles traveled times the applicable mileage rate; miles are limited to the most cost-effective route, and coordination of travel is required.
- The District will only reimburse toll road fees if there is prior approval by the employee's supervisor. The toll bill is required for reimbursement.
- Mileage will not be reimbursed when using district or rental vehicles.
- Mileage should be calculated using Google Maps only.

**c. Hotel**

- An employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts approved overnight district business. If an employee is staying additional nights (before or after the event), a statement from the employee must accompany the travel voucher acknowledging financial responsibility for those nights. Tax-exempt status is only valid for the nights that are business-related.
- The traveler may stay with family/friends; however, no payment for lodging shall be received for those dates.
- The traveler should secure the reservation with their personal credit card.
- Itemized receipts are required for lodging. The name of the hotel must be included on the travel voucher. Other room occupants should also be listed on the voucher.
- Be sure to ask for State Governmental/Educational rates.
- Coordination of room occupancy is preferable.
- The state (Texas) occupancy tax is not a reimbursable expense. Employees will be provided with a hotel tax-exempt form. For travel using federal funds, please see the [EDGAR Manual](#) for further details.
- Overnight stays at a hotel are generally not permitted for employees attending a conference at any location within a 50-mile radius (100-mile round trip) of Seguin. The appropriate budget administrator must approve all overnight stays within 50 miles, and written documentation that justifies the reason for approval must accompany the travel voucher.
- Please note that home-sharing sites (such as Airbnb, Vacasa, and VRBO) are not allowed with any funding source.

**d. Registration**

- Be sure to include the RPO or PO number as well as the vendor's name on the voucher.

**e. Other Expenses**

- If a vehicle is rented from an approved vehicle rental vendor and an employee advance/reimbursement is needed, a travel voucher is required and should be submitted to Business Services. The rental company's name should be included on the travel voucher.
- Receipts are required for transportation that is provided by a commercial transportation company. (Airline, train, bus, etc.) Tips are not an allowed expense.

- Airfare within Texas is allowed if it is the most economical mode of transportation.
- Gas is provided for district/rental vehicles only. Receipts are required upon return and must show the date and time.
- Employees will be provided with a tax-exempt form to use for parking tax. A receipt is required upon return showing the date and time.
- **NOT ALLOWED:** Non-essential lodging cost (movies, gym, spa), non-meal related tips, fee-based optional events/entertainment, alcoholic drinks/beverages, expenses for spouses/non-district employees, lodging for non-business travel days, upgrades when standard available, valet parking if other available (**see chart below for additional details**).  
**\*\*Valet Parking - If an employee opts for valet parking over standard parking due to safety concerns, the district will reimburse either \$10/night if standard parking is free or match the cost of standard parking if it exceeds \$10/night. Documentation of parking fees and a written statement by the employee, signed by the budget administrator, citing safety concerns, must be provided.\*\***

**f. Totals**

- Calculate total expenditures in the appropriate column.

**g. Due District/Employee**

- This applies only to reimbursements and reconciliations. Choose the appropriate option.
- If money is due to the District, the employee should wait until the Business Department has verified the reconciliation to reimburse the funds. Employees should return exact change or write a check addressed to "Seguin ISD."

**C. Account Code**

- Enter the appropriate account code. If using more than one, please be sure to list both.

**D. PO**

- A blanket PO must be in place and received in Munis before submitting the Travel Voucher to the Business Department.

## E. Signatures

- The employee and appropriate administrator must approve all employee travel, even if no District funds are expended.
- Travel with federal funds requires a signature from the Director of Federal Programs.
- All signatures are required before submitting them to the Business Office.

## F. Backup

- Attach all that apply: Itinerary, registration form, mileage documentation, hotel/airfare confirmation, and any other applicable documentation available in advance.
- Upon return, provide the following (if applicable): itemized receipts and any other applicable documentation.
- **Receipts are NOT required for meals when using local funds. When using federal funds, original receipts must be returned.**
- If money is due to the District, provide a cash receipt once the reimbursement amount has been verified by the Business Department.

## Special Note

### Travel with Students

Students should be listed with the employee travel voucher. A list of students traveling must be included with the backup. Students must sign for receipt of any funds claimed on an employee travel reimbursement form. The original roster sheet with signatures must be submitted with the reconciliation. Participating students shall not be required or asked by District employees or chaperones to perform duties outside of those necessary for their extracurricular event.

When using a district-provided vehicle (other than a rental vehicle) to transport students, no travel voucher is necessary if no advance or reimbursement is needed. In such cases, an "[Extra-Curricular Trip Request](#)" should be completed and submitted to the Transportation Department.

### Coordination of Travel

"Coordination of Travel" means District employees traveling together in one vehicle for the same District purpose. Coordination of travel must occur when District employees employed from the same location travel on the same date with the same itinerary.

Coordination is required for each group of two or more employees, and any fraction in excess of a multiple of four employees.

When coordination of travel is required, the District may reimburse only one of the District employees riding in the personally owned vehicle for mileage to the duty point. Mileage incurred, however, by a District employee to meet at a location or pick up other District employees to coordinate travel may be reimbursed if properly itemized.

Notwithstanding the preceding paragraphs, coordination of travel is not required if the employee's Principal/Administrator determines before the travel that the coordination of travel is unfeasible because of factors relating to official District business. Determination may be made only on a trip-by-trip basis, and supporting documentation must be provided.

## **In-District Travel**

### **[In-District Travel Form](#)**

Requests for reimbursement are due to Business Services by the 5th of each month. Travel must be paid for in the fiscal year in which the travel occurred. Once completed and verified, the form and all supporting documentation should be forwarded to the Business Department's Purchasing Assistant. Reimbursement for in-district travel will be processed at net 30.

It is the employee's responsibility to comply with Board Policy DEE (Local).

Each page should be numbered in the bottom left corner.

The routes and mileage must be verified before submitting them to the Business Department.

## **A. Travel Details**

- Print the employee's name and their Munis vendor number.
- Enter the appropriate account to be used.
- The "Purpose" line should justify all travel routes taken.
- The employee and the proper required approvers must sign the travel voucher.
- The employee's Munis vendor number and the appropriate budget account code must also be entered.

## **B. Data**

- When a Travel Reimbursement form is completed, all mileage must be listed in the "Miles" column.
- Do not merge multiple destinations into one line. If needed, utilize the In- In-District Travel Reimbursement Request Continuation sheet for additional entries.
- The mileage rate is \$0.70
- Reimbursement may not exceed the product of the number of miles traveled times the applicable mileage rate, and miles are limited to the most cost-effective route.
- Enter each individual date of travel.

## **C. Backup**

- Provide mileage documentation via Google Maps only. If using several maps multiple times, please number the individual maps and the corresponding line detail.



### Seguin ISD Allowable and Unallowable Travel Expenses

Description		Allowed With Local Funds	Allowed With Federal Funds	Not Allowed With Any Funds
<b>Transportation</b>				
<b>Flights</b>				
Flights Coach		✓	✓	
Flights, 1st Class				X
Luggage Costs (2 Bags Maximum)		✓	✓	
Flight Costs for Non-Business Travel Days				X
<b>Taxi, Uber, Train, Shuttle, etc.</b>				
With Receipt or Documentation		✓	✓	
Tips for Taxi, Uber, Train or Shuttle		*see note*		
<b>Rental Car</b>				
If More Economical Than Tax or Other Transportation Method		✓	✓	
Fuel for Rental Car		✓	✓	
Rental & Fuel Costs for Non-Business Travel Days				X
Personal Injury Coverage				X
Charges for Additional Driver (Non-District Employee)				X
<b>Mileage Reimbursements</b>				
Outside of Seguin ISD (If Using Personal Vehicle; Coordination of Travel Required)		✓	✓	
Out-of-State Travel (Up To Cost of Flight)		✓	✓	
Personal Preference to Drive Rather Than Fly To Destination		✓ (If preapproved due to medical or other issues)	✓ (lesser of the two costs)	
<b>Parking Costs</b>				
Parking At Home Airport		✓	✓	
Parking At Local and Out-of-Town Events		✓	✓	
<b>Toll Charges</b>				
Tollways Used To Avoid Traffic Delays (Receipt Required)		✓	✓	
<b>Lodging</b>				
Lodging Up To The GSA Rate		✓	✓	
Excess Lodging Over GSA		✓	▪	
Lodging for Family Member or Other Non-Employee				X
Lodging for Non-Business Travel Days				X
Lodging in Seguin or Within 50 miles of the District				X
Upgraded Lodging When Standard Lodging Is Available (Non-Standard Room)				X
Lodging Deposits (If Required)		✓	(prepaid costs not allowed-EDGAR)	
Prepaid Lodging Such As Expedia, Travelocity, Etc.				X
Hotel Occupancy Charges In Texas				X
Parking Charges, Self-Park		✓	✓	

Parking Charges, Valet Service (Only Parking Option or Personal Safety Reasons)	✓	✓	
Parking Charges, Valet Service (Traveler Preference)			X
Entertainment: Movies, Gym, Spa, Etc.			X
Internet Charges (Pre-Approved)	✓		
Lodging Tips			X
<b>Meals</b>			
Meals For Overnight Travel Based On Time of Departure and Not Provided By Event	✓	✓	
Meals Provided By Event (Except for Medical Or Dietary Reasons)			X
Excess Meals Over GSA			X
Tips	*see note*		
Meals During Non-Business Travel Days			X
Meals For Family Members Or Non-Employees			X
Non-Overnight Meals For Trainings Or Meetings			X
Non-Overnight Meals While Chaperoning Students (Non-Employees)			X
Alcoholic Beverages			X

**\*Note: Tips**

- **Meals:** Tips for meals shall only be allowed with **local funds or campus funds**, **not to exceed 15% of the meal expense.**
  - Exceptions may be allowed for large group tips that are required by the restaurant, up to a maximum of 20%.
- **Rideshare:** Tips for rideshare may only be reimbursed from **local or campus funds and only when reasonable and necessary for district business.**
  - Tips shall not exceed \$10 per transaction/ride.
- All tips must be supported by an **itemized receipt** showing the base cost and tip amount.