

CARROLLTON-FARMERS BRANCH ISD TRAVEL EXPENDITURE GUIDELINES

The Carrollton-Farmers Branch ISD Travel Policy follows State, Federal and IRS guidelines.

Carrollton-Farmers Branch ISD will reimburse its employees for reasonable expenses incurred in conjunction with authorized District activities. All reimbursement requests must be submitted using District forms. District employees should be economical in their travel planning and expenditures.

Funding for all staff travel will be provided through an approved budget. Expenses for students and necessary chaperons on club related trips may be funded by Student Activity Funds. Teacher expenditures may be expensed out of Campus Activity Funds and Student Activity Funds if they are attending as chaperons.

A Travel Request/Expense Voucher must be completed for all employee travel and/or student travel, with the exception of bus expense using district buses.

Petty Cash may **not** be used for travel expenditures.

I. TRAVEL REQUEST/EXPENSE VOUCHER

1. Prior to Travel

a. General authorization to travel must be obtained from supervisors and a Request to be Out of District form completed, if appropriate.

b. For travel costs requiring advance direct payment (airlines tickets, registration) a Travel/Expense Voucher is completed by the individual and submitted for approval. A separate voucher must be completed for each payee.

2. Subsequent to Travel

a. The employee sends *original receipts* to the business office for the above prepaid cost. This must be done within **10 working days** after completion of the trip.

b. A separate travel voucher is completed for reimbursement of all additional costs incurred.

c. Reimbursement is processed by the Business Office.

II. FORMAT AND PROCESSING

1. Travel Vouchers must be accompanied by a detailed summary of expenses. Only original receipts legible and in an organized condition will be accepted. When more than one individual is included on one receipt, one person should submit the expense for reimbursement with an explanation. The expense summary may be in any form as long as sufficient information is included. If more than one account is included on one receipt, multiple codes may be used on the travel voucher.

2. When mileage reimbursement is claimed for more than one trip, a detailed summary of each trip must be attached to the travel voucher.

3. Travel vouchers must be received in the business office within **10 working days** after completion of the trip. Reimbursement requests submitted after 10 working days may be subject to disallowance.

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4. Travel vouchers should have all of the following information:

- a. Number and names of participants - student, teacher, sponsor. List the anticipated and actual participants and explain any changes.
- b. Date and length of the trip.
- c. Purpose for the trip.
- d. Destination of the trip.

III. TRAVEL ADVANCES

1. Travel advances may only be obtained under unique circumstances.

2. Minimum of \$260.

3. District employees may obtain an advance when accompanying students on school sponsored events. Separate checks requested in advance for hotels, museums, registrations, etc. will only be made payable directly to the vendor. The travel voucher must include the names of all employees and students that are planning to travel.

4. Authorization must be obtained from the appropriate assistant superintendent and submitted to the business office at least two weeks in advance. The request for an advance should be included on the Travel Voucher.

5. *Original receipts*, including hotel bills, must be submitted within 10 days after the trip. The receipts must accompany a copy of the original Travel Voucher form.

IV. REIMBURSABLE EXPENDITURES

Reimbursement for expenses may be limited to amounts approved by an appropriate supervisor but in no case shall exceed the following:

1. **Travel** - Fares for transportation (air, bus, etc.) are reimbursable. Personal car mileage may be reimbursable at the approved **State Rate** (50.0 cents per mile). A detailed description of the trip is needed to support the mileage reimbursement claim. The origin, destination, purpose, date and number of miles traveled must be included on the Travel Voucher. When District vehicles are used, reimbursement will be for gas only.

2. **Lodging:**

In State: Lodging expenditures are reimbursable up to a maximum of the actual expenditures. If more than one individual is included on an invoice, ONE PERSON should pay the bill and submit it for reimbursement with an explanation. Receipts are required. Only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

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Out-of-State: Lodging expenditures are reimbursable up to a maximum of the actual expenditures.

Receipts are required. Only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

Out-of-Country: Lodging expenditures are reimbursable up to a maximum of the actual expenditures.

Receipts are required. Only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

3. Meals:

In State: Meals are reimbursable up to a maximum of \$36/day. Receipts are *not* required.

Out-of-State: Meals are reimbursable up to a maximum of \$36/day or the State rate for the destination location, whichever is higher. Receipts are *required only* if using an out-of-state rate.

To look up the appropriate rate, employees must go to the Comptroller's Website. To find the address, follow these directions:

- a. Go to the CFB ISD Portal
- b. Under the Category "links"
- c. Click on "Out-of-State Meal and Lodging Rates"
- d. Click on the appropriate State
- e. Click on the appropriate City.

If receipts are required, only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

Out-of-Country: Lodging expenditures are reimbursable up to a maximum of the actual expenditures.

Receipts are required. Only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

4. **Other Expenses:** Reasonable expenses are reimbursable. Receipts are required. Only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

5. **Day Trips & Business Meals:** Meals are only reimbursable if the travel requires overnight lodging or there is a clear business purpose. {For non-overnight stay meals, documentation in the form of a memo explaining the business purpose and a listing of the attendees is required.} Meals for students and for those accompanying students do qualify for reimbursement. Only *ORIGINAL RECEIPTS* will be accepted.

6. **Registration and Entry Fees** - Registration and entry fees are reimbursable based on original receipts or registration forms. Registration advance payments must include the names of all employees registering. If entry fees receipts are not available, a signed statement from the teacher or sponsor stating that the event was attended and the number of students participating is required.

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V. NON-REIMBURSABLE EXPENDITURES

The District will not reimburse certain expenses. In general non-reimbursable expenses are those not directly related to the purpose of the trip. Some examples of non-reimbursable expenses are as follows:

- a. Tours or other amusement activities
- b. Personal telephone calls
- c. In room movie rental/charges
- d. Alcoholic beverages
- e. Unlawful activities

VI. STUDENT TRIPS

1. General travel reimbursement guidelines also apply to student trips. In cases where a sponsor will be responsible for student travel expenses, a complete listing of students, and chaperon (if available), must be attached.

2. Meals for students may be claimed and may not exceed **\$26** per day per student. Advances may be obtained and the money given to the students. The students' signature must be obtained to indicate the receipt of funds. This procedure will eliminate collecting and furnishing individual receipts for meals, etc.

3. Approval of a fund raising project does not waive any of the requirements contained in Board Policy. All student travel must comply with State and district policy.

VII. IN-DISTRICT TRAVEL

1. Mileage will be reimbursed for approved travel within the District at the approved **State Rate** (50.0 cents per mile). Detailed mileage logs must be submitted with the Travel Voucher request. Other approved expenses incurred within the District, will be reimbursed based on the cost.

2. Certain employees will receive annual stipends in lieu of reimbursement for travel within the District.

VIII. MISCELLANEOUS

1. Spouses - If a spouse travels with a district employee, the District will only reimburse those costs which would have been incurred for the employee traveling alone.

2. Alternative Travel Arrangements - If an employee makes alternative travel arrangements for his/her own benefit, reimbursement will be for the lesser of costs incurred or the cost which would have been incurred if normal travel practices had been followed.

3. Superintendent and Board Members - Travel costs of the Superintendent and Board Members will be reimbursed at the approved State rate or up to a maximum of actual expenditures. If submitting for reimbursement using actual costs that are greater than the above listed rates, receipts are required. Only *ORIGINAL RECEIPTS* will be accepted (*NO COPIES*).

4. Chaperons - Travel costs of a parent (chaperons) accompanying students to competition and/or meets may be funded from Student and Campus Activity Funds, using the same criteria as district employees.