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GENERAL INFORMATION

GENERAL

All employees are required to get advanced approval for travel and leave. The employee travel expenses must be substantiated pre-travel form. This form is to be completed by the employee and approved by the

The travel request must be submitted to the Business Office a **minimum of 10 business days prior to departure.**

Individual departments/campuses may set reimbursement limits that are lower than the amounts stated in the travel guidelines. In addition, departments/campuses may set a limit on the total amount to be reimbursed for a particular trip.

Note

Travel expenses not pre-approved may result in non-reimbursement by the district

If the employee resigns and receives travel funds in advance, employee is required to return the funds to the district

If travel plans deviate from the required travel plans such as pre or post personal days, shall be paid by the traveler

For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend personal days at the travel destination, the additional cost, if any, to fly on Friday shall be paid by the traveler

Be aware of the online hotel booking sites, they do not provide proper detail receipts. The use of these sites may jeopardize reimbursement.

REIMBURSEMENT

Airfare is the only expense that will be reimbursed in advance before travel

MISC INFORMATION

All receipts must be itemized ***a credit card receipt is not acceptable*.**

REGISTRATIONS

Should be processed by DPay directly to the organization ***not*** *paid by the employee and reimbursed*

HOTELS

An EMS-ISD employee is entitled to lodging expenditures incurred on a day the employee conducts official school business at a duty point located ***100 miles*** from the school district headquarters.

Lodging expenditures will be reimbursed for the day before business is to be conducted provided that the stay is required to be at a scheduled meeting on time.

Lodging expenses must be incurred at a commercial lodging establishment; ***this is not to include Air bnb***

ORIGINAL itemized hotel receipt is required (must include detail breakdown of daily room rate, tax rate, and any other fees

paying state tax in Texas. If employee fails to present a completed exemption certificate, sales tax will not be reimbursed. *The hotel occupancy tax exemption does not apply to out-of-state travel*

Personal items **will not** be reimbursed (e.g. movies, laundry, gym, spa, personal phone calls)

Lodging upgrades will not be reimbursed

INDISTRICT MILEAGE

IN DISTRICT MILEAGE

Local travel is reimbursed when traveling from between campuses and *within* the EMSISD area. *The district mileage chart can be found on the districts website under: Departments/Finance & Accounts Payable/Forms and Guidelines.*

Documentation between campuses is not required

REIMBURSEMENTS ALLOWED

(receipts are required for all; www.google.com/maps required for mileage)

Mileage ***OR*** Gas

Parking

Toll

Public transportation (for parking, taxi, shuttle, train, Uber, Lyte)

LOCAL TRAVEL

NO OVERNIGHT

MEALS - LOCAL

Local meals are not allowed in the following counties: **Tarrant, Dallas, Parker, Wise, Denton, Collin, and Johnson.**

APPROVED LOCAL TRAVEL NO OVERNIGHT TRAVEL

When there is no overnight travel or when travel is within the counties listed, and the employee is

TOVERNIGH

TRAVEL FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE 10 BUSINESS

ITEMS TO SUBMIT WITH TRAVEL FORM:

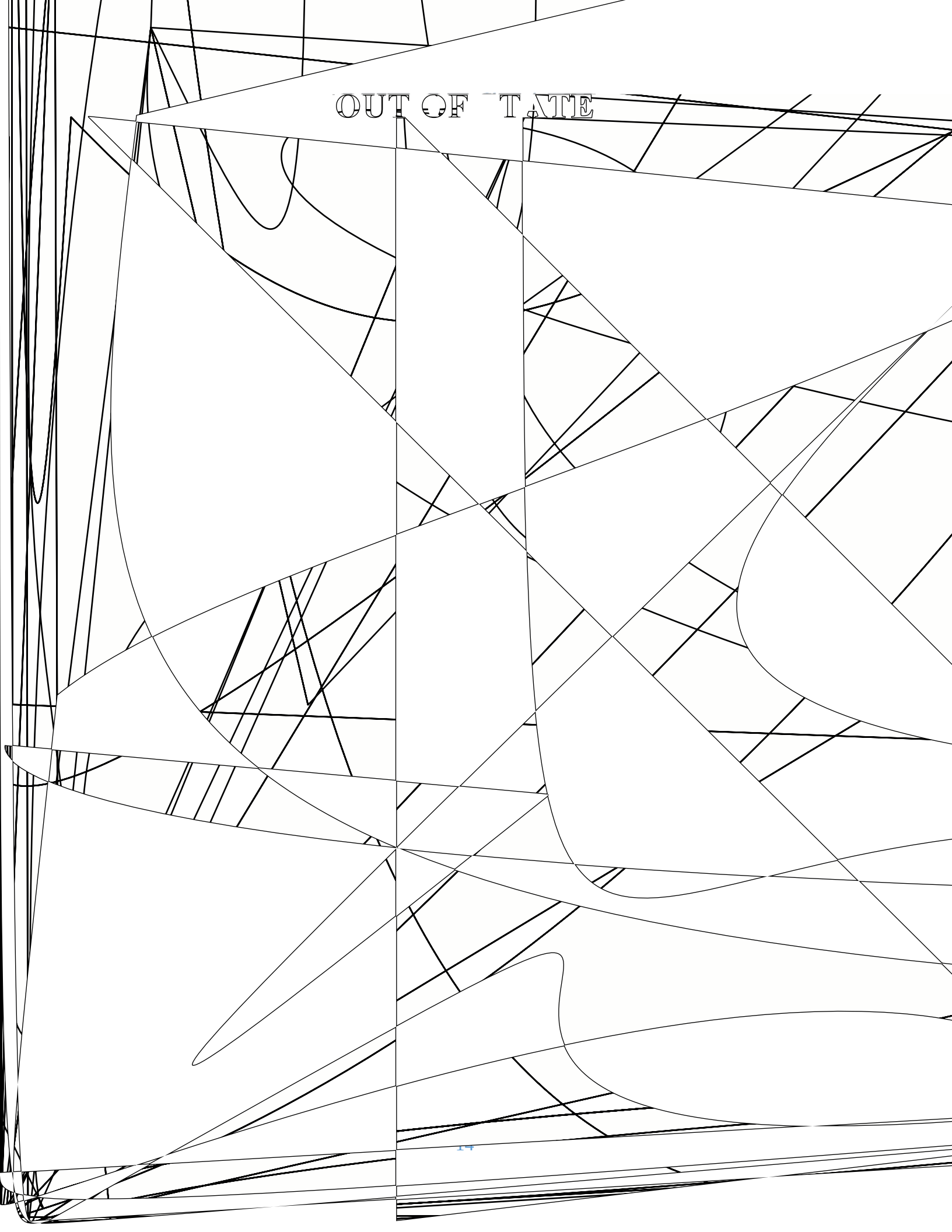
Due in Business office 2 weeks before travel

Deputy Superintendent and Supervisor signature is required on travel form

Director/Principals travel form signed by 0rvs3orvs3i(t12((m)ETQq0.02 0.62 9 reW nBT/F1 12 Tf1 0 0 1 33.15 [illegible]Tm0g0*

HOTELS OUT OF DISTRICT

An EMS-


OUT OF STATE

FEDERAL FUND TRAVEL

EMPLOYEE TRAVEL

Federal guidelines include the items presented above with the following modifications:

Lodging paid from **federal funds** is limited to $85.00 per day, per person (departments should check their state website to verify allowed rates by destination/city)
The $51 meal per diem may be requested in advance in the amounts listed below; however itemized meal receipts will be required upon completion of the trip with the difference in amount returned. (taxes & tips may not be paid from federal funds)

Per Diem	Rate
Breakfast	$11.00
Lunch	$16.00
Dinner	$24.00

TIPPING OF ANY KIND IS NOT ALLOWED

NON-EMPLOYEE TRAVEL

ATHLETIC SECRETARY REPONSIBILITY:

Once the form has been approved by the Athletic Director, the secretary will verify all documentation and submit a dpay

Students Per Diem

Per Diem	Rate
Breakfast	$10.00
Lunch	$10.00
Dinner	$10.00

Employee Per Diem

Per Diem	Rate
Breakfast	$14.00
Lunch	$18.00
Dinner	$27.00

DURING TRAVEL:

VEHICLE TRAVEL

PERSONAL VEHICLE