

# Denver City ISD Employee Travel Guidelines

When traveling, Denver City ISD (DCISD) stakeholders will use good judgment and prudence in the expenditure of district funds. Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip. Therefore, to receive a DCISD employee travel advance and/or an approval for use of a district travel card, the Business Office shall assist DCISD personnel in utilizing the district approved travel allowances prior to any district travel. The district reserves the right to restrict district travel due to safety concerns and/or budgetary restrictions.

## District Approved Travel Allowances:

- **Meals** will be provided for overnight travel of official school business. When approved for multiple meals, the amount spent per meal is flexible as long as the total expenditure does not exceed the total approved allowance.
  - In-State Meal Per Diem:
    - Up to \$59 per day (\$13 for breakfast, \$15 for lunch, and \$26 for dinner; \$5 for incidentals)
  - Out-of-state Meal Per Diem:
    - Utilization of the [U.S. General Services Administration \(GSA\) Per Diem Rates](#)
  - When traveling with students, the employee/sponsor/driver shall receive the student per diem rate:
    - Up to \$14 per meal or for qualifying state travel up to \$18 per meal
    - A sponsor signed student roster (indicating meals received) or **Student/Sponsor Meal Signature Sheet** is required to be completed when traveling with students
  - Itemized meal receipts are required when payment is made with a district assigned travel card or when seeking a reimbursement for meals paid with personal funds (*note all personal reimbursement are subject to district approval*)
- **Hotel accommodations** may be provided when an event's scheduled time would cause a DCISD employee and/or student hardship.
  - The Business Office will secure hotel accommodations once the employee request is received via the Eduphoria! Formspace [Travel Authorization Request Form](#). STMP Hotel Directory Listings and district travel cards shall be used to secure the best hotel rate.
  - It is the employee's responsibility to request a **Texas Hotel Occupancy Tax Exemption Certificate** at the hotel (also available on the school website and from the Business Office) and to obtain (and submit to the Business Office upon return) a detailed hotel receipt
  - When available, employees will be assigned double rooms. If an employee has a preference to be assigned a king room, the district will attempt to accommodate the request (splitting the cost equally with the employee). Please note this request will be limited to room availability.
- **Mileage** reimbursements are available for preapproved out-of-district travel when no district vehicles are available.
  - Utilization of the State of Texas Comptroller of Public Accounts maximum mileage rate shall be applied

*No district employee shall be responsible for arranging a consultant's travel accommodations. This is the responsibility of the consultant and any related travel expenses shall be invoiced with their professional fee(s).*

## Steps for Travel:

1. If traveling out of the state of Texas, your immediate supervisor/principal must approve the travel at least 30 business days prior to the first day of the trip.
2. Complete a [Travel Authorization Request Form](#) through Eduphoria! Formspace at least 10 calendar days prior to the start date of the planned trip. **REGISTRATION or any other PREPAID EXPENDITURES should NOT be included on the Eduphoria form but entered as a separate Skyward Requisition.** Note: Travel Reimbursement Requests are only for school-related incidentals regarding approved travel. Expenditures for unapproved travel will not be considered for employee reimbursement.
3. Once all related travel forms are approved, the Business Office will assist employees in securing reservations, issuing employee advance amounts, and/or assigning district travel cards.
4. If assigned, it is the employee's responsibility to pick up the district travel card from the Business Office, within scheduled business hours, prior to the first day of their trip. **Note: If an issued employee advance exceeds the trip's actual expenditures, the employee is responsible for reimbursing the district for the overpayment.** Cash shall not be sent through campus mail and a receipt must be issued to the employee.

5. Upon return from the trip, the employee shall complete, within 30 calendar days, an Skyward **Requisition Form** for any non-advanced school-related incidentals paid with personal cash/debit/or credit card. All travel related itemized receipts (i.e. hotel, car rental, parking, shuttle, meals (if personally paid or a district travel card was used), etc.) shall be forwarded to the Accounts Payable Department for reconciliation. **The absence of applicable receipts or any outstanding balance due (as indicated above with an employee advance) to the district may result in an employee payroll deduction after 30 calendar days from the day the employee returns from the trip.**
6. Any DCISD travel questions or concerns may be emailed to [lynette.gonzales@dcisd.org](mailto:lynette.gonzales@dcisd.org) or [kristi.ivy@dcisd.org](mailto:kristi.ivy@dcisd.org)

#### **Federal Allowability Rules for Travel Costs:**

Personnel utilizing federal funds for travel cost will abide by the guidelines found above as well as these additional procedures. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Federal rules allow such costs to be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement procedures (2 C.F.R §200.474(a)). However, a per diem basis in lieu of actual costs is not allowable according to the more restrictive State rules. Therefore, as indicated above, if an issued employee advance exceeds the trip's actual expenditures, the employee is responsible for reimbursing the district for the overpayment.

Travel costs incurred by employees and officers must be considered reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the district in its regular operations as the result of its written travel procedures. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the district's established procedures (2 C.F.R §200.474(b)).

# TRAVEL

STUDENT/SPONSOR

EMPLOYEE ONLY

## CREATE REQ FOR EXPENSES / NEED PO

**6412:** MEALS, REGISTRATION FEES  
\$14 per meal for student/sponsor  
\*Provide a signed roster w/receipt

**6411:** PER DIEM MEALS\*, HOTEL, REGISTRATION,  
PARKING FEES

Receipts should be turned in upon return (w/in 2 days) with PO # written on it / scanned to [accounts.payable@dcisd.org](mailto:accounts.payable@dcisd.org)

\*Students/Sponsor Meals \$14 per person & a roster must be sent in with the receipt.

## OVERNIGHT TRAVEL - EDUPHORIA FORM

EDUPHORIA: SPONSOR NAME, TRAVEL PURPOSE, UPLOAD AGENDA, CITY, TRAVEL DATES, (SKIP MEALS), LODGING: # OF NIGHTS PER ROOM WITH HOTEL INFORMATION PREFERRED IN BOX (PLEASE PROVIDE PHONE #) **6412**

EDUPHORIA FORM: NAME, PURPOSE, AGENDA, TRAVEL DATES, INCLUDE PER DIEM MEALS, LODGING INFO, TRAVEL, OTHER EXP (**6411**)

\*Don't forget to fill out a bus or vehicle request form in Eduphoria too!

\*PER DIEM for MEALS (no receipts needed)

It is the employee's responsibility to **report** any meals that are being provided to them at the conference so that the per diem allowance can be adjusted. **Accepting District funds for a meal when one is being provided to the employee from an outside source shall be considered a violation of the Educators' Code of Ethics and the employee will be subject to appropriate disciplinary action(s).**



### Per Diem Meal Allowance

\$59 per day

\$44.25 for 1st & last day

**Employee Only**

**1<sup>st</sup> Day of Travel: Must leave before 8 am to include Breakfast.**

**Last Day of Travel: If time back is 6 pm or later, you may include dinner.**