

## District Travel Process

### Locally Funded Travel Reimbursement

#### Travel Goals:

1. District travel must be in accordance with District Policy DEE, the Texas Education Agency (TEA), the Texas Education Code (TEC), and all applicable laws, regulations and procedures.
2. To provide an efficient and cost effective process for campuses and departments to travel for district related business.

#### Travel Process:

1. Employee or representative initiates travel by completing the *Request to Travel* form located on the District's website under Business & Operations, Documents & Forms. Please complete the entire form for all of the estimated travel expenses including registration, mileage, lodging, vehicle rentals, meals, and parking.
  - a) Mileage is estimated using an electronic mapping source (i.e. [www.Mapquest.com](http://www.Mapquest.com)) and will be reimbursed based on the applicable Travel Reimbursement Rates on the Texas Comptroller of Public Accounts website; <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php> and will be calculated from duty location to travel destination and return to duty location.
  - b) Lodging rate may not exceed the current Federal Domestic Maximum Per Diem Rates for the travel destination as per the Texas Comptroller of Public Accounts annual Travel Reimbursement Rates; <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>. If your travel destination is not listed, the lodging rate may not exceed \$85.00/per night. The conference hotel rate may be used if accompanied by supporting documentation. **Not applicable to federally funded travel. Please see the Federally Funded Travel Reimbursement process.**

- c) Meals are paid on per diem rates established by the District. Please estimate number of meals at each assigned rate. If you are attending a training or conference where a meal is included in the registration price, do not include that meal in the estimate.
  - d) Estimate all other applicable expenses including registration.
  - e) You must provide budget account codes.
  - f) You must have all supporting documentation including electronic mapping source, government reimbursement rates, registrations, and hotel information including daily rates. (District will only pay the daily rate plus hotel occupancy tax and any applicable city taxes– no state sales tax will be paid. The Business Office can provide a hotel tax exemption form if necessary)
2. Print completed form and have immediate supervisor review and sign to authorize travel. No travel will be permitted without prior authorization.
  3. Employee or representative enters requisitions to applicable vendors for hotel, registration, vehicle rentals, and to employee for meals and mileage. The approved *Request to Travel* form should be attached to the requisition via the PO cabinet in Skyward before the purchase order will be approved.
  4. Please provide adequate time for processing requisitions. The Business Office should receive all approved documentation at least seven (7) business days prior to processing checks. The Business Office will issue checks in advance for the lodging, registration, vehicle rental, meals and mileage.
  5. Within ten (10) days of completion of travel, all receipts excluding meals must be turned into the business office with the completed copy of the Request to Travel form with the actual expenses recorded. **NO MEAL RECEIPTS REQUIRED.**
  6. The Business Office will review and reconcile receipts to completed travel form to determine if funds are due the District or the employee. Employee will only be reimbursed for an allowable expense with accompanying receipts.