

CANTON ISD

PROCEDURES: TRAVEL GUIDELINES

Travel Guidelines Overview:

It is the intention of the Canton Independent School District to reimburse or advance its employees for all reasonable travel related expenditures incurred while away from the office/campus and representing the district on official school business (School Board Policy DEE). All travel should be booked as early as possible. **However, travel expenses incurred due to the fault of a traveler, such as late registration, cancelled flight, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler.**

DAYTIME TRAVEL

Mileage Reimbursement – ([Mileage Reimbursement Form](#) and [Online Google Map](#))

A Mileage Reimbursement Form must be used for travel that does not require an overnight stay. Mileage will be reimbursed at a maximum rate of \$.50 per mile. Each Trip must be listed on a separate line on the Mileage Reimbursement Form. All travel will originate at the campus employed. The Mileage Reimbursement Form must be accompanied by an online map as well as the agenda or certificate of attendance for justification purposes. All Mileage Reimbursements will only be issued via [Electronic Fund Transfer](#).

Coordination of travel is required when two or more CISD employees are attending the same event. Mileage will only be reimbursed for 1 car per 4 people traveling to the same location unless there are documented extenuating circumstances.

OVERNIGHT TRAVEL

Documentation Requirements Necessary

Employees and student groups who plan to travel out of the district should submit to their principal/supervisor a completed [Overnight Travel Form](#) at least 14 calendar days prior to the travel date. For any expenses that will be invoiced, a Purchase Order must be submitted. For any expenses for which a check is required, the form must be forwarded to the Business Office.

Arrangements Required Prior to the Trip

1. Funds must be included in Adopted Budget.
2. Principal / Supervisor must approve trip.
3. Coordination of travel **must** occur when more than one district employee is traveling on the same dates, with the same itinerary to conduct the same official school business.

Lodging Expenses – ([Overnight Travel Request Form](#) & Hotel Receipt)

A school district employee is entitled to lodging expenses incurred on a day that the employee conducts official school business at a duty point located 70 miles from school district headquarters. Lodging expenses will be reimbursed for the day before business is to be conducted provided that the stay is

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required in order to be at a scheduled meeting on time. The District will pay the following rates for hotels in the cities listed:

Austin	\$135
San Antonio	\$120
Corpus Christi	\$114
Galveston	\$99
Houston	\$131
Waco	\$93
Round Rock	\$96
Fort Worth, Grapevine, Arlington Areas	\$141
All other Areas	\$90

If the employee books their room through a housing site, the options list with pricing must accompany the request. The District will only pay the lowest listed room rate. Exceptions to the room rates must be approved by the Superintendent.

The maximum nights of lodging shall be based on the start and end times of the travel event and the distance of the travel location. Lodging costs that exceed the required minimum shall not be deemed necessary or allowable travel costs. For example, if an event in Austin has an 11:00 AM or later start, the night before lodging costs would not be reasonable, necessary or allowable travel costs.

- When at least two (2) travelers (district employees) are traveling to the same event, they may share the lodging and each receive up to the maximum lodging rate for that area. Each traveler shall submit a travel voucher for their portion of the lodging costs.
- CISD is not responsible for State Taxes. The District tax exempt status can only be used for District employees and students.
- Lodging costs such as movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds.
- **Hotel and travel websites such as Hotels.Com, Expedia, Travelocity, etc. shall not be used to make hotel reservations if the website requires pre-payment of the hotel stay.**
- A detailed lodging receipt must be submitted to the Business Office by the traveler within 5 days after the travel event. Failure to submit the required receipt could result in future travel being at risk.

Meals – ([Overnight Travel Form](#))

A CISD employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official school business when an overnight stay is required.

Meals will be reimbursed on a Per Diem basis in accordance with the schedule provided below. **Per Diem Meal Reimbursement does not require receipts.**

A meal included by the hotel, as part of a conference/workshop, or provided by a vendor, will result in a corresponding deduction to the per diem amount. For example, if lunch were included with a conference fee, the \$8 lunch per diem amount would not be reimbursed to the employee. Similarly, if a meal is provided by a vendor, the employee is not entitled to the per diem amount for that meal.

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Each employee must submit a separate request for Per Diem Meal Reimbursement. **The day of departure and return only qualify for a maximum of two meal reimbursements and** shall be adjusted based on the time of departure and return as noted in the District travel guidelines.

Employee Per Diem Amounts (for overnight stays only)

Breakfast - \$7

Lunch - \$8 (Qualifies when the trip necessitates the employee to leave before 1:30 p.m.)

Dinner - \$15(Qualifies when the trip necessitates the employee to leave before 6:00 p.m.)

If an employee fails to submit the travel request 14 days in advance, meals will not be issued and receipts will be required after the travel has occurred and must be submitted within 5 business days utilizing the [District Reimbursement Form](#). The per diem amounts will be the maximum reimbursed.

Registration Fees – Purchase Order

- Registration fees for a conference, workshop, or other training event as supported by a registration form are allowable costs. Fee-based optional events such as a speaker or awards luncheon shall be approved on a case-by-case basis if the event fee is reasonable and the traveler would derive a work-related benefit from attending the event. Fee-based optional events such as socials, excursions, tours, or other purely entertainment events are not allowable costs.
- The authorized travel expenses shall be supported by the registration form and Schedule of Events. The documentation shall include the start and end dates of the event, event location and registration fee.
- **Registration Fees should be submitted on a Purchase Order** and accompanied by a copy of the registration form. **CISD is not responsible for late fees that an employee incurs for failure to register before the deadline.**

Transportation/Mileage – ([Overnight Travel Form](#))

- A District owned vehicle can be requested through the transportation office for authorized employee travel.
- Travelers who opt to drive their personal vehicle instead of a district-owned vehicle, shall be reimbursed at the current mileage rate of \$.50 per mile.
- Travelers shall be required to submit fuel receipts, if any, for travel in a district-owned vehicle. Travelers shall not be required to submit any fuel receipts for travel in a personal vehicle.
- The District has chosen the [Google](#) mapping system to document mileage reimbursements. A Google Map printout with the mileage from the point of origin (district address) to the point of destination shall be printed and attached to the [Overnight Travel Form](#).
- Mileage costs related to personal destinations before, during or after the travel event shall not be allowable costs. In addition, mileage costs due to the traveler's error in reaching the destination, such as getting lost shall not be allowable costs.

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- When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage. The district shall allow for an equal distribution of the mileage allotment among the travelers if they opt to drive separately to the event.
- The District is not responsible for toll charges. If toll charges are incurred in a District vehicle the employee will be responsible for the bill

Parking Charges – [Reimbursement Form](#)

- Parking charges shall be allowable for all travel events as appropriate, if the traveler is traveling in a district-owned vehicle, or personal car while on travel status.
- Parking charges will be reimbursed upon return from the travel.
- Parking receipts must be submitted by the traveler with the Reimbursement Form within 5 days after the travel event.

District Non-Allowable Travel Expenses:

- Alcoholic drinks or beverages
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances)
- Hotel Internet charges (unless expense is work-related and pre-approved on travel authorization)
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement requests shall be subject to disciplinary action, up to and including termination of employment.