

CANTON INDEPENDENT SCHOOL DISTRICT

Travel Policies and Procedures



Revised: August 12, 2024
Effective September 1, 2024

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Purpose

It is the intention of the Canton Independent School District (CISD) 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). Additionally, CISD intends to advance its employees for all reasonable travel related expenditures incurred while accompanying students representing the district at school-sponsored events (School Board Policy FMG).

Allowable Travel Expenses and Rates

Allowable travel expenses include mileage, transportation, lodging, meals, registration fees, and other similar, ordinary and necessary expenses related to school business travel.

Travel expenses incurred due to the fault of a traveler/Sponsor, such as late registration, cancelled flight, failing to attend or cancel before deadline (aside from an emergency situation, and at the discretion of the superintendent) etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler.

Personal business conducted in conjunction with official travel or expense are not reimbursable.

Any out-of-state overnight trips taken by student organizations and other student groups shall require approval from the principal.

Campuses/Departments are encouraged to budget for all known professional development, competitions, and athletic events. Budgeted funds may be supplemented by Campus/Department and student activity funds as well as fundraising proceeds and booster club donations. There must be available funds before travel is approved.

Departments may impose additional cost restrictions to stretch the allowable budget. They may encourage sharing, not authorize meal allowances, or forgo some travel opportunities to fit within the budget constraints determined by their budget manager to be the best value to the district and department.

Any meal, mileage or other travel advanced or approved for travel that is not used, or eligible to be paid should be returned to the Business office within 5 business days. This would include deviations in departure or arrival times for meal allowances, shortened travel dates, or expenses anticipated, but not incurred.

Registration

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.

Parking

Necessary parking fees can be reimbursed within 5 days upon return, with original receipts. Valet parking should be avoided, unless there are no self-pay parking options.

Mileage

The use of a district-owned vehicle is encouraged, if available. All fuel purchases for a district-owned vehicle should be made with the fuel card included with the vehicle. The employee should ensure a fuel card is present in the vehicle prior to departure. Receipts should be retained and submitted with the fuel card to transportation upon return. Vehicles may be requested from transportation and are assigned based upon availability and purpose.

Mileage may be reimbursed for daytime travel that does not require an overnight stay. The Mileage Reimbursement Form may be used, and each trip must be listed on a separate line on the form. All travel will originate at the campus employed, and the reimbursement form must be accompanied by an online map (Google Maps) as well as the agenda or certificate of attendance for justification purposes.

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, approved by the Business Office or Superintendent. When four or fewer employees travel on the same itinerary, only one 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.

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.

Mileage, if using personal vehicle and approved, will be paid at .50 per mile. Maps documenting distance should be included in request.

Lodging

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 the school district headquarters. If travel is less than 70 miles, and spans multiple days, eligibility for lodging expenses will be made on a case-by-case basis by the Superintendent or Director of Finance in consideration of the circumstances of the travel arrangements.

The maximum number of nights of lodging shall be based upon 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.

Lodging expenses will be paid for the day before business is to be conducted provided that the stay is more than 70 miles away from district headquarters and requires early morning attendance. The Superintendent or Director of Finance may consider other circumstances or situations on a case-by-case basis.

The District will pay up to the GSA approved rate for the location and date of travel. GSA rates may be found at:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=TX&city=&zip=

Every effort should be made to find a reasonable hotel rate within a reasonable distance from the event, and should be the least expensive, cancellable room option that accommodates the number of travelers.

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 form for their portion of the lodging costs.

Travel services such as Orbitz, Expedia, Priceline, etc., should not be used for travel arrangements or reservations, as the hotel tax is not removed, the rooms are often not cancellable, and the documentation can be difficult to obtain.

Travel using AirBnB, VRBO, etc., should only be used if approved by the Superintendent or Director of Finance. Sales tax exemption, cancellability, payment terms, and staff/student safety are critical considerations when determining the appropriateness of vacation rental sites.

The District tax exempt status can only be used for District employees and students traveling on district business.

Lodging costs such as movies, gym facility, spa or other non-essential cost are not allowable for reimbursement or payment with any district funds.

No lodging cost should be pre-paid or non-cancellable.

Meals

A CISD employee is entitled to meal expenses on a day that the employee conducts official school business and an overnight stay is required. Meals will be paid on a Per Diem basis in accordance with the schedule provided below. Per Diem meal expenses do not require receipts.

A meal provided by the hotel, as a part of a conference/workshop, or provided by a vendor, parent or booster club is not eligible to be included in the Per Diem allotment. Please review hotel amenities, conference agendas, and itineraries, to avoid requesting an unallowable meal.

Meal allowances are based upon departure and arrival times. To be eligible for breakfast, the employee must leave CISD prior to 6:00 am. To be eligible for lunch, an employee must leave CISD before 11:00 am, or not return until after 1:30 pm. To qualify for dinner, an employee must be required to depart CISD prior to 4:00 pm, or return after 7:30 pm.

Meals will be paid as follows:

Breakfast-\$10
Lunch-\$12
Dinner-\$18

For daytime trips with students, where students are provided meal(s), sponsors are eligible for meal money at the same rate as students (\$10.00), based on the same departure and arrival rules as overnight travel.

Employees on daytime trips that do not include students are not eligible for Per Diem meals, per IRS guidelines.

Miscellaneous

Non-allowable miscellaneous costs include:

- Alcoholic drinks or beverages
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses and other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances approved by the superintendent)
- 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.
- Unauthorized charges upon the travel card. Authorized travel includes hotel, and parking if part of hotel bill. Under no circumstances should the card be used to purchase meals, added or unexpected expenses, or anything not specifically authorized. **Travelers who make unauthorized charges shall be subject to disciplinary action up to, and including, termination of employment.**

Travel with Students-Regular

Campus and department budgets should be used to pay for entry fees associated with competitions for CISD Students.

All allowable travel rules apply to travel with students.

Hotels must be shared where possible, and should be booked as soon as possible.

Travel services such as Orbitz, Expedia, Priceline, etc., should not be used for travel arrangements or reservations, as the hotel tax is not removed, the rooms are often not cancellable, and the documentation can be difficult to obtain.

Travel using AirBnB, VRBO, etc., should only be used if approved by the Superintendent or Director of Finance. Sales tax exemption, cancellability, payment terms, and staff and student safety are critical considerations when determining the appropriateness of vacation rental sites.

The District tax exempt status can only be used for District employees and students traveling on district business.

Lodging costs such as movies, gym facility, spa or other non-essential cost are not allowable for reimbursement or payment with any district funds.

No lodging cost should be pre-paid or non-cancellable.

Any meal, mileage or other travel advanced or approved for travel that is not used, or eligible to be paid, should be returned to the Business office within 5 business days. This would include deviations in departure or arrival times for meal allowances, shortened travel dates, or expenses anticipated, but not realized. For example, if a team is participating in a tournament, and requests meals for the entire possible tournament schedule, but completes their playing schedule in less time, the meal money equal to the shortened playing schedule would be returned to the Business Office, as that expense was anticipated, but not incurred.

Coaches and sponsors must be cognizant of all UIL rules related to meals and cash payments to students and act accordingly.

Lodging

Lodging expenses can be paid for the day before business is to be conducted provided that the stay is more than 70 miles away from district headquarters and requires early morning attendance. The Superintendent or Director of Finance may consider other circumstances or situations on a case-by-case basis.

If travel is less than 70 miles, and spans multiple days, eligibility for lodging expenses will be made on a case-by-case basis by the Superintendent or Director of Finance in consideration of the circumstances of the travel arrangements.

Parking

Necessary parking fees can be reimbursed within 5 days upon return, with original receipts. Valet parking should be avoided, unless there are no self-pay parking options.

Meals

Meals for overnight travel will be provided using the same departure and arrival guidelines for eligibility as employee travel. Students shall receive \$10.00 per meal. However, if a booster club, parent, donor, workshop, or event provides a meal, that meal is not to be charged to the district as a part of the Per Diem allowance. Review itineraries and agendas to avoid claiming an unallowable meal.

Meals for daytime travel are permitted, so long as funding permits, and eligibility will be based on departure and arrival times. The coach or sponsor should consider the overall school year, and strategically determine which events the money would best serve the team or participants. Student meals for day time travel are paid at \$10.00 per meal.

All student/sponsor meal money should be accounted for with a meal money receipt form. That form should include the date the funds were given to the students and sponsors, the event the funds were received for, the dollar amount each student received, and the ORIGINAL signature of every single student who receives funds. Separate pages should be used for each travel event. A travel event will be defined as an entire tournament, or a level of competition. Bi-District, Area, Regional and State, and any subdivisions within each level, are each different events and require separate meal receipts. However, the same level of contest crossing multiple days can be considered one event.

Travel with Students - Above District

The District has a separate budget for “Above District” events that meet the following criteria:

- A UIL competition approved by the Campus Principal that is appropriate for the grade level.
- Must have won a preliminary competition to advance to this level.
- Must have known in advance of the qualifying event that the competitors would be attending.
-

Above district travel that is contingent upon advancement should consider communicating and coordinating with the Business Office to plan for possible last minute travel. Additionally, above district travel that will require overnight stays should consider making cancellable room reservations well in advance to lock in competitive rates and ensure housing accommodations. In the event students do not advance, it is the sponsor’s responsibility to cancel the reservations to prevent charges before the deadline.

Coaches and sponsors must be cognizant of all UIL rules related to meals and cash payments to students and act accordingly.

All allowable travel rules apply to travel with students.

Any meal, mileage or other travel advanced or approved for travel that is not used, or eligible to be paid, should be returned to the Business office within 5 business days. This would include deviations in departure or arrival times for meal allowances, shortened travel dates, or expenses anticipated, but not realized. For example, if a team is participating in a tournament, and requests meals for the entire possible tournament schedule, but completes their playing schedule in less time, the meal money equal to the shortened playing schedule would be returned to the Business Office, as that expense was anticipated, but not incurred.

Registration

Above District funds will pay competition entry fees for team members, UIL approved alternates, and employee sponsors/chaperones for those team members who are competing in the post district competition event **only**.

Please indicate on a student travel form that the travel is considered “above district” to help distinguish account codes to use.

Transportation

CISD Student events are given first choice for District vehicles to travel for all above district events. Every effort should be made to secure a District vehicle as soon as the Sponsor is aware of the need. The Transportation Director will determine what vehicles are needed to transport students to events.

Any extra or co-curricular activity that chooses to use a charter bus to travel to an “above district” event will be provided funding from the district, funds equal to the cost of using a district school bus.

Any organization that advances to the “State” or “National” UIL level that chooses to use a charter bus will receive the cost of a district bus, along with funding equal to \$20 per student participant to go towards the cost of a charter bus. Additional funds that may be needed to secure a charter bus can be acquired through fundraising, private donations, or booster club organizations.

Sponsors, Coaches, or Chaperones wishing to use a form of transportation separate from the group must fund their transportation costs from sources other than above district funds.

Lodging

Above District Funds will pay for a minimum of 4 students of the same gender to a room. If department or campus policy allows for less than 4 students per room, they are responsible for the difference for authorized travel from their activity funds only.

Lodging expenses will be paid for the day prior to the event, provided that the stay is required in order to be at a scheduled meeting on time. 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.

Lodging expenses can be paid for the day before business is to be conducted provided that the stay is more than 70 miles away from district headquarters and requires early morning attendance. The Superintendent or Director of Finance may consider other circumstances or situations on a case-by-case basis.

If travel is less than 70 miles, and spans multiple days, eligibility for lodging expenses will be made on a case-by-case basis by the Superintendent or Director of Finance in consideration of the circumstances of the travel arrangements.

The District will pay the GSA rates for hotels and can be found at the following:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=TX&city=&zip

Travel services such as Orbitz, Expedia, Priceline, etc., should not be used for travel arrangements or reservations, as the hotel tax is not removed, the rooms are often not cancellable, and the documentation can be difficult to obtain.

Travel using AirBnB, VRBO, etc., should only be used if approved by the Superintendent and Director of Finance. Sales tax exemption, cancellability, payment terms, and staff and student safety are critical considerations when determining the appropriateness of vacation rental sites.

The District tax exempt status can only be used for District employees and students traveling on district business.

Lodging costs such as movies, gym facility, spa or other non-essential cost are not allowable for reimbursement or payment with any district funds.

No lodging cost should be pre-paid or non-cancellable.

Parking

Necessary parking fees can be reimbursed within 5 days upon return, with original receipts. Valet parking should be avoided, unless there are no self-pay parking options.

Meals

Meals for overnight travel will be provided using the same departure and arrival guidelines for eligibility as employee travel. Students shall receive \$10.00 per meal. However, if a booster club, parent, donor, workshop, or event provides a meal, that meal is not to be charged to the district as a part of the Per Diem allowance. Review itineraries and agendas to avoid claiming an unallowable meal.

All student meal money should be accounted for with a meal money receipt form. That form should include the date the funds were given to the students, the event the funds were received for, the dollar amount each student received, and the ORIGINAL signature of every single student who receives funds. Separate pages should be used for each travel event. A travel event will be defined as an entire tournament, or a level of competition. Bi-District, Area, Regional and State, and any subdivisions within each level, are each different events and require separate meal receipts. However, the same level of contest crossing multiple days can be considered one event.

Above District Fund Non-Allowable Travel Expenses

- Incidental Expenses such as dry cleaning, supplies for the event.
- Fees and expenses of persons performing contract services with no chaperone duties for the event (choreographers, accompanists, etc.)
- Bus Driver Expenses when Chartering a Bus
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Travel expenses for Campus Administrators not performing chaperoning duties to attend the event (these expenses should be paid from the appropriate campus or department budget).
- Events used as practice, experience or warm-up.
- Other student(s) or student organizations – Unrecognized or non-district sponsored.
- Snacks, treats, vending machine purchases, or team bonding activities.
-

Procedures

All travel should be booked as early as possible, with complete travel request forms submitted to the campus secretary no later than 14 business days prior to traveling. Failure to submit travel requests at least 14 days in advance may result in a travel advance not being processed in time, and therefore will be at the personal expense of the employee until a reimbursement can be completed upon return. For travel occurring less than 21 days ahead of submission to the campus secretary, please forward a copy of the request to the Business Office to aid in preparation and planning.

For Employee Only travel, complete the Overnight Travel Form. For travel with students, complete the Sponsor and Student Travel Expense Form.

Travel Request Forms should be complete, and include all pertinent details. Attached to the form should be the registration form, an agenda of activities, with workshops the traveler intends to attend circled or highlighted, and a map if requesting mileage. Failing to complete the form in its entirety may result in a delay in processing. A travel request form obtains written permission from your principal/administrator and authorizes the related charges. A travel request form identifies estimated registration, lodging, mileage, and meal expenses.

Once a campus secretary receives the completed travel request form, they will enter purchase requisitions for each of the following: registration, lodging, and meal/mileage advances. The campus secretary will then forward the request to the principal to review and approve at the time they approve the purchase requisitions. Once the purchase requisitions are approved by the principal the secretary will forward the form and all attachments to the Business Office.

The Business Office will review requisitions and travel requests for final approval and assignment of PO#. The Business Office will then assign a travel card to the approved trip, and send card details to the traveling party. These card details are for the individual trip only; they should never be reused for a different trip. The traveler may then book the hotel using the card details. This physical card will be placed in a travel folder for the traveler to pick up from the Administration office the day of or day before the traveler leaves, along with a tax exemption form.

Registration payments will be made via check where possible, and will rely upon the attachment provided by the traveler with the request for mailing details.

Mileage and per diem meals will be advanced to the traveler via direct deposit when possible.

Travelers must submit detailed lodging receipts within 5 business days of return. It is the traveler's responsibility to ensure that the state hotel tax exemption is applied to the invoice. The district will pay for local taxes and fees for which we are not exempted, but will not pay state hotel tax. If an invoice includes state hotel taxes, it is the responsibility of the traveler to attempt to have them removed, or if unable to correct, to reimburse the district that cost. Failure to submit required receipts in a timely manner may cause the employee's travel advances to be included in their taxable income, with wages, applicable withholding, TRS and Medicare tax being deducted from the employee's paycheck.

Necessary parking fees can be reimbursed upon return, with receipts. Complete a reimbursement request form and attach original receipts. Receipts smaller than letter sized paper should be securely taped to an 8 ½" x 11" piece of paper.

Travel using Grant Funds

Contact the Director of Finance prior to planning travel using Grant Funding.

MISC

Contact the Director of Finance for any Airline Fare or Rental Car or Uber/Lyft considerations. Air travel must be approved by the Superintendent.

Travel Checklist

Preparation

- Obtain travel request form
- Review Travel Policies and Procedures
- Obtain registration form, agenda, and deadline(s) for submission (as applicable)
- Verify funds exist in your campus and/or department budget for travel

Before the Trip (as applicable) (at least 14 days prior to travel dates, and more if possible)

- Complete the travel request form appropriate for employee only travel, or travel with students, in its entirety. This includes day trips with students for tournaments and contests.
- Submit completed travel request form, and attach all required documentation, including registration form, agenda with sessions identified that traveler intends to attend, and map for any mileage requests. If less than 21 days before travel dates, kindly forward a copy to the Business Office to plan.
- Submit a vehicle request to transportation if the use of a district vehicle is desired.
- Campus secretary will enter requisitions for registration, lodging, and meals/mileage and forward form to principal to approve.
- Once requisitions and travel is approved by the principal, campus secretary will forward request and documentation to the Business Office for final approval and processing.
- Business Office will send traveler travel card details to book hotel rooms.
- Coordinate with the Business Office to pick up the travel folder that will contain the physical travel card, and copies of the hotel tax exemption and sales tax exemption form.

During the Trip

- Present the hotel tax exemption form and travel card to the hotel upon check in. The travel card shall not be used for expenditures at a non-travel merchant such as supplies, services, etc. A detailed receipt is required for all travel card purchases, and it is the responsibility of the travel to review the receipt prior to departing the hotel to ensure the removal of State hotel taxes.
- In the event that the trip is extended due to extenuating circumstances such as weather closures, contact the Business office and your immediate supervisor to request additional authorization and funding to extend the stay.

After the Trip

- Return the travel folder containing the travel card, detailed lodging receipts, and completed reimbursements for eligible parking fees or unexpected allowable travel costs within 5 business days of return.
- Return any advances above and beyond eligibility (i.e. a meal was provided by a vendor unexpectedly, or the travel departure or arrival times are earlier than anticipated) via cash or check to the business office.

CANTON ISD OVERNIGHT TRAVEL FORM

SECTION I: TRAVEL DESCRIPTION - Attach a Conference Agenda with sessions highlighted





Employee Name: _____ Travel Date(s) _____

Purpose: _____ Departure time: _____ Arrival Time: _____

REGISTRATION FEES - A PURCHASE ORDER MUST ISSUED IN ADVANCE FOR ALL REGISTRATION FEES

PAYEEE: _____
EMPLOYEE FOR

CIRCLE ONE: MAIL OR RETURN CHECK TO

	<p>LODGING: Hotel Confirmation Must Be Attached</p> <p style="text-align: center;"> _____ X _____ X _____ = # of Nights # of Rooms ** Room Cost </p> <p>Shared with employee: _____</p> <p>Hotel Name: _____</p> <p>An itemized hotel bill must be sent to the Business Office within five days after travel has been completed. ** Include city tax when estimating room cost. State tax exempt - not reimbursable. Once travel request is approved, card details will be sent to book hotel.</p>	<hr style="border: none; border-top: 1px solid black;"/> Total Lodging Cost												
	<p>MEALS: Meals provided by the conference, hotel, parent, booster club or other vendor will not be paid</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Per Diem</th> <th style="text-align: left;"># of Meals</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td>\$10.00</td> <td>X _____ =</td> <td>_____</td> </tr> <tr> <td>\$12.00</td> <td>X _____ =</td> <td>_____</td> </tr> <tr> <td>\$18.00</td> <td>X _____ =</td> <td>_____</td> </tr> </tbody> </table> <p>Check/EFT Payable To: _____</p>	Per Diem	# of Meals	Total	\$10.00	X _____ =	_____	\$12.00	X _____ =	_____	\$18.00	X _____ =	_____	<hr style="border: none; border-top: 1px solid black;"/> Total Meal Cost
Per Diem	# of Meals	Total												
\$10.00	X _____ =	_____												
\$12.00	X _____ =	_____												
\$18.00	X _____ =	_____												
	<p>MILEAGE:</p> <p style="text-align: center;"> _____ X \$0.50 = _____ *Mileage Rate </p> <p>* A Google Map must be attached</p>	<hr style="border: none; border-top: 1px solid black;"/> Total Mileage Cost												
	<p>ESTIMATED TOTAL COST:</p> <p>Budget Code(s) _____</p> <p>_____</p>	<hr style="border: none; border-top: 1px solid black;"/> Total Estimated Cost												

Requested By: _____

Date: _____

Approved By: _____

Date: _____

CANTON INDEPENDENT SCHOOL DISTRICT

Sponsor & Student Travel Expense Form

Sponsor _____ Campus _____

Purpose of Travel _____

Destination of Travel _____

Date of Departure: _____ Time: _____

Date of Return: _____ Time: _____

Attach a list of Sponsors & Students for Meals & Hotel Lodging

MEALS **Obtain signatures documenting receipt of cash. Submit to the business office within 5 days of return**

EMPLOYEES

STUDENTS

Breakfast # _____ @ \$10.00 = _____

Breakfast # _____ @ \$10.00 = _____

Lunch # _____ @ \$12.00 = _____

Lunch # _____ @ \$10.00 = _____

Dinner # _____ @ \$18.00 = _____

Dinner # _____ @ \$10.00 = _____

Total Employee Meals _____

Total Student Meals: _____

LODGING: **Attach Rooming List. Remit hotel receipt(s) within 5 days of return**

HOTEL NAME: _____

Sponsor Hotel Rooms

Student Hotel Rooms

Nights # Rooms Room Rate Total

Nights # Rooms Room Rate Total

Sub-Total

Sub-Total

City & Local Tax

City & Local Tax

Total Student Hotel Charges

Total Sponsor Hotel Charges

Total Expense Claimed _____

Submitted by _____

Budget Code _____

Principal or Department Director Approval _____

Business Office Approval _____

All Other Expenses will be reimbursed upon Return with Applicable Receipts.

STUDENT MEAL SIGNATURE FORM

(Attach multiple copies if needed)

PURPOSE OF TRAVEL: _____	DATE(S) OF TRAVEL: _____
TOTAL NUMBER OF COACHES/SPONSOR: _____	TOTAL NUMBER OF STUDENTS: _____

STUDENT SIGNATURES

NAME	SIGNATURE	DATE	AMOUNT RECEIVED

COACH/SPONSOR SIGNATURES

NAME	SIGNATURE	DATE	AMOUNT RECEIVED

Reconciliation

Total Amount Received: \$ _____

Signature of Sponsor Payment was Advanced to:

**Canton Independent School District
Reimbursement Claim**

Name _____ Campus/Department _____
Address _____ Social Security # _____

(Attach invoices, cash register tapes, receipts, etc.)
Form must be accompanied by original invoices

Date	Description	Budget Code	Amount

All reimbursement claims are due in the Business Office within 30 days of expenditure.



Signature of Claimant: _____
Budget Manager Signature: _____
Director of Finance Signature: _____

Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature  	Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Canton ISD	
Address (Street & number, P.O. Box or Route number) 1045 S. Buffalo	Phone (Area code and number) 903-567-4179
City, State, ZIP code Canton TX 75103	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

School District

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date
	Yianna Reid	Director of Finance	10/5/23

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**