



Travel Manual

Revised 03-2026

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Travel Guidelines Overview:

School Board Policy DEE Local states: An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations. Reimbursement for authorized travel shall be in accordance with legal requirements. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Note: Travel expenses incurred due to the fault of a traveler, except for extenuating circumstances, such as late registration, canceled flight, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler.

All travel expenses shall comply with federal, state, and local guidelines. The district shall apply the same travel guidelines and rates for all travel expenses regardless of funding sources, except for the following:

- Tips for Student meals – shall be allowed only with local funds (Fund 199), not to exceed 15% of the meal subtotal. (This is for student group meals only!)
- Excess lodging above the GSA schedule, as applicable only with local funds (Fund 199)

Federal Guidelines (IRS):

- All travel expenses shall be paid under an Accountable Plan: 1) travel must have a business connection; 2) the traveler shall account for all expenses; 3) excess advances, if any, shall be reimbursed to the district; and 4) meal expenses shall be in conjunction with overnight travel only.
- The meal expenses for the day of departure and return shall be adjusted based on the time of departure and return as noted in the district travel guidelines.
- Travel advances will not be provided to a traveler more than 30 days prior to the travel event.
- If any travel expenses fail to meet the accountable plan guidelines, the payment to (or on behalf of) the traveler shall be taxed through the normal payroll cycle.

Federal Guidelines (EDGAR):

- All travel expenses paid with federal grant funds (typically funds 2XX) shall meet the new EDGAR requirements (200.474) such as: 1) all travel costs must be reasonable and necessary; 2) all travel costs must be consistent with the district's travel policy; 3) all travel costs must be directly related to the grant award; and 4) all travel costs must meet the obligation of expenses rules.
- In addition, all federally funded travel expenses must meet the TEA's Current Travel & Mileage Reimbursement Rates (as published in the most recent TEA Correspondence).

State Guidelines (TEA):

- All mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts apply to all grants (federal and state, typically funds 2XX 3XX and

4XX) funded by TEA for individuals on travel status. Refer to GSA rates for the current fiscal year at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

- All travel expenses paid with federal and state grant funds shall meet the allowable travel expenses as specified in the TexTravel Guidelines, subject to limits imposed by District travel guidelines.

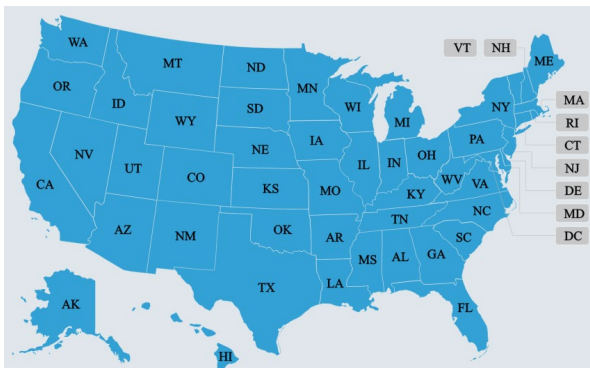
Local District Guidelines:

The local District guidelines shall apply to all travel expenses regardless of funding source for in state and out-of-state travel. All anticipated travel costs shall be submitted on an Advance Travel Request Form with all necessary documentation to your campus secretary/designated employee to enter a Purchase Order. Once entered the immediate supervisor (Principal/Director) will process then forward to the Business Office. The Business Office must receive the Advance Travel Request no later than (ten) 10 business days prior to departure date. Once received the Travel Specialist will process and the Director of Finance has final approval. All anticipated travel costs shall be encumbered to the appropriate budget account code(s) before any travel-related costs are incurred by the district or traveler.

In accordance with the State Comptroller's TexTravel Guidelines, the district acknowledges that discount or reward programs, such as flights, hotel, etc., are not things of value belonging to the district. The administrative burden to track the individual reward programs of employees would be administratively impractical and thus the district has determined that the employee may retain the value, if any that they receive personally due to school business related travel.

Travel Rates:

The mileage, lodging, and meal reimbursement rates published by the comptroller apply to all travel reimbursement rates. The link below to the Domestic Maximum Per Diem Rates should be used to determine the appropriate rates for in-state and out-of-state travel: <https://www.gsa.gov/travel/plan-book/per-diem-rates>



Note: General fund accounts shall be used to pay meal and lodging cost in excess of the Domestic Maximum Per Diem Rates. Snyder ISD does Not pay for any meals for day trips. A day trip is defined as a trip that does not require an overnight stay.

If the city of travel is not included on the State List, use the Standard Rate (which is the default rate for non-listed cities).

Employees

In-State or Out-of-State Meals and Lodging	Refer to the U.S. General Services Administration's (GSA's) federal <u>Domestic Maximum Per Diem Rates</u> , effective Oct. 1, 2025. If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are: <ul style="list-style-type: none"> • Lodging in state/out of state: up to \$110. • Meals in state/out of state: up to \$68.
In-State or Out-of-State Non-Overnight Meals	Not to exceed \$36 daily (Not allowable at Snyder ISD)
Automobile Mileage	72.5 cents per mile (Jan. 1 – Dec. 31, 2026)
Aircraft Mileage	\$1.75 per mile (Jan. 1 – Dec. 31, 2025)

Note: Excerpt from Texas Comptroller website: Rates change every

September 1st. <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>

District Allowable Travel Expenses:

Travel

- All Snyder ISD travel must be in compliance with District Policy DEE (Local) and DMA (Legal).
- Traveler initiates travel by completing the Advance Travel Request Form(s) located on the school web page under Master Travel Forms. Complete the entire form(s) for all the estimated travel expenses including meals, registration, lodging, parking, etc.
 - Employees traveling with students on a day trip, complete the Student Advance Day Trip Travel Form.
 - Employees traveling with students on an overnight trip, complete the Student Advance – Overnight Form and Lodging Accommodations Form
 - Employee traveling with students who advanced to State and Higher, complete the Student Advance State Travel Form. And Lodging Accommodations Form.
 - Employees traveling without students, complete the Employee Advance Travel Request Form.
 - Anyone who needs to complete a Virtual or Online training needs to complete the Virtual & CTE Form.
- Advance Travel Request Form and all necessary documentation must be received by the Business Office no later than (ten) 10 business days prior to the travel date. You are required to provide proof of fees prior to travel (registration, itinerary, parking, hotel, etc).
- Employees using budgeted funds, grant funds or activity funds for attendance to a convention/conference should forward the completed Advance Travel Request Form and documentation to the appropriate secretary/designated employee to enter a Purchase Order, then the administrator (Principal/Director) will process. Once completed the administrator will forward the request to the Business Office for final approval and processing.
- Travelers using funds other than budgeted funds or activity funds (i.e. grants/special revenue funds), must have the approval of the administrator with jurisdiction over those funds prior to forwarding to the Business Office for final approval and processing.

- You will be responsible for providing original itemized receipts for ALL expenses while conducting school business, along with proof of attendance, and a travel roster of everyone traveling for conference/training upon return of travel. These receipts will need to be attached to a completed Travel Expense Report within (five) 5 business days of travel. (Itemized meal receipts are required.)
- All individuals and groups representing the Snyder ISD in competition requiring an overnight trip must receive advance written approval from the school principal.
- Each student and parent/guardian will be required to sign the supporting documents that will include a liability waiver, comments regarding conduct requirements, adequacy of chaperones, and other appropriate data.
- The principal/director's office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary.

Transportation – General

- The mode of transportation is the one in the district's best interest. It should be the most cost-effective mode.
- Travelers should use a district-owned vehicle as the preferred method of transportation.
- Student travel should be in a school owned vehicle for liability purposes. Do not transport students in a personal vehicle.
- To request a school vehicle, go to FMX on SISD web page under Staff Links. Vehicle request must be entered (ten) 10 days prior to departure date. If you have any questions or concerns about vehicle request, contact the transportation office.
- When using a school vehicle, you will be issued a fuel credit card. At the completion of trip, you are to provide all fuel receipts to the Transportation Department. If a fuel receipt is missing, you will be required to reimburse the district for the amount of the lost receipt(s), or it will be deducted from your next payroll check. In the event that you are getting fuel, and the machine is out of receipt paper and there isn't a clerk, take a picture of the pump transaction (dollar amount and gallons) and turn that in as documentation.
- When a Snyder ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

Transportation – Mileage

- The district has chosen Google Maps as the mapping system to document mileage reimbursements.
- Mileage reimbursements shall be allowable for travel events that require travel out of the district only if Preapproved. No mileage reimbursements shall be allowable within Scurry County (unless you are providing Home Bound services).
- Travelers should use a district-owned vehicle as the preferred method of transportation. A request for a vehicle shall be submitted using FMX. The driver shall be listed on the Authorized Drivers of District-Owned Vehicles. If a district-owned vehicle is not available for the travel event, the traveler shall be authorized to use their personal vehicle. The

transportation department will need to confirm no district vehicle was available and you will need to submit the reimbursement in our Travel Expense Report.

- Travelers who opt to drive their personal vehicle instead of a district-owned vehicle, shall be reimbursed for their mileage at a percentage of the current GSA rate, **only if preapproved**. This only applies if a school vehicle has not been used for the same trip with other travelers and we have not paid for another vehicle to attend the same conference.
- 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 is calculated by the quickest route, straight there and straight back, it is not based on odometer reading.
- If a school vehicle is already being used for travel for the same conference and you choose to take your own vehicle you will not be reimbursed mileage. We will only provide mileage/fuel/parking for one vehicle per trip. If the head count warrants an additional vehicle, then we will supply a second vehicle.
- Carpooling is required if multiple employees are traveling to the same destination with the same itinerary.
- Travelers shall not be required to submit any fuel receipts for travel in a personal vehicle.
- Preapproved mileage expenses must be submitted by the traveler with the Expense Report within 5 days after the travel event. (Mileage will not be advanced before travel.)

Transportation – Homebound Mileage

- The Homebound Irregular Pay/Travel Expense Form must be completed by employees to claim approved mileage reimbursement. This information comes from Google Maps.
- All personal mileage reported should be calculated using Google Maps.
- Never report miles driven to and from home to your primary work location.
- If you begin your workday at your primary work location, begin reporting miles from that point using Google Maps.
- If you begin your workday at a temporary work location, you may report miles from your home to that location or miles from your primary work location to that location, whichever results in the shortest travel distance reported.
- Record the miles from each work location to the next using Google Maps.
- If you end your workday at a temporary work location, you may report miles from your location to your primary work location or to your home, whichever results in the shortest travel distance reported.
- The signature of the supervisor on the Homebound Irregular Pay/Travel Expense Form indicates that the report has been verified for the validity of the activity and that payment is authorized.
- The intent of the mileage reimbursement is to reimburse for all actual business miles driven more than the commuting miles from your home to your primary work location and back. If there are no miles driven more than normal commuting miles, no reimbursement is due.
- When an employee uses his/her personal vehicle and is reimbursed for mileage, reimbursement is not made for gasoline since it is already included in the mileage rate allotted. Mileage is calculated using Google Maps

- When a Snyder ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

Transportation – Rental Car

- Rental car costs shall be allowable for travel events that require travel away from the traveler's home via a flight if use of the rental car is the most economical mode of transportation.
- Rental car costs shall not be allowable if the traveler can reach the travel destination via taxi or shuttle at a lower cost.
- Rental car costs shall include all applicable taxes and mandatory charges. Costs may also include a charge for a collision damage waiver or a loss damage waiver if not already included in the contracted rate for the rental. The Snyder ISD Automobile Insurance Policy will cover all liability and physical damage if the Snyder ISD driver is at fault. If the other driver is at fault, then his/her auto policy should be primary.
- Charges for liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance are not allowable costs.
- The Snyder ISD AP does not cover other physical damage caused by national disaster, vandalism, or theft. The additional coverage offered by the rental company would pay for those damages. However, if renting a vehicle out-of-state, please buy the additional coverage offered by the rental company to avoid any problems.
- A credit card shall be issued to the traveler for the approved, estimated rental car expense as reflected on the Advance Travel Request Form.
- Rental car costs shall be paid with a district-issued credit card on site at the time of arrival and/or departure based on the rental car company's charging policy. Travelers shall not pay the rental car expense with personal funds and seek reimbursement after-the-fact unless some of the travel costs are for personal travel days. Under this scenario, the traveler must ensure that only district-authorized travel costs are paid with the district credit card.
- Travelers shall be required to submit fuel receipts, if any, for travel in a rental car. If a fuel receipt is missing, you will be required to reimburse the district for the amount of lost receipt(s) or it will be deducted from your next payroll check.
- Rental car costs associated with deviations 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, for the additional days (Friday & Saturday) shall be paid by the traveler.
- Charges for additional drivers may only be reimbursed if incurred for a business reason such as both drivers are district employees on travel status.
- Snyder ISD is exempt from paying state sales tax in Texas when renting a vehicle for business purposes. Motor Vehicle Tax Exemption Certificate is available on SISD Webpage. (We do pay out-of-state state tax.)
- You will be responsible for all vehicle rentals after approved.
- Reservations through the internet are acceptable but may not be booked thru a 3rd

party entity (i.e. Expedia, Priceline, Orbitz)

- Itemized rental car and fuel receipts must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.

Transportation - Flights

- Flight costs shall be allowable for travel events that require travel away from the traveler's home.
- The departure and return dates of the flight shall be based on the start and end times of the travel event and the distance of the travel location.
- The actual cost of commercial air transportation (lowest coach fare) to accommodate the required travel dates of the travel event shall be allowable costs.
- Travelers should travel to their destination location by the most economical means, i.e. either flight or mileage; however, travelers may opt to travel to their event destination via district/personal vehicle in lieu of flying to the event for medical or personal comfort reasons. If the traveler opts to travel to an out-of-state destination, the costs/reimbursement for transportation shall be limited to the lesser of the mileage or estimated flight cost.
- All flights arrangements shall be purchased by the traveler with the most economical route and schedule to meet the travel plans. Travelers shall submit their Advance Travel Request to their respective secretary/supervisor for approval – once the PO has been entered the paperwork should be forwarded to the Business Office for final approval. Once approved then reservations may be made.
- All flights shall be purchased through Southwest Business. (Contact Admin Office for login rights to this website) Travelers are allowed to check up to two (2) bags, limited to no more than 50 pounds each at no additional charge to the district. Luggage charges for a third (3rd) bag shall not be allowable with district funds.
- All flight costs associated with deviations from the required travel plans, such as pre or post personal days or canceled travel plans due to personal reasons shall be paid and/or reimbursed 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.
- Itemized receipt(s) must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.

Transportation – Parking Charges

- Parking charges shall be allowable for all travel events in-state and out-of-state, as appropriate, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status if Preapproved. The traveler shall present a Sales Tax Exemption Certificate to the Texas Hotel for parking costs. If the traveler fails to present the certificate, the traveler shall reimburse the district for the unallowable tax expense.
- If a school vehicle is already being used for travel for the same conference/trip and you choose to take your own vehicle you will not be reimbursed parking. We will only provide parking for one vehicle per trip. If the head count warrants an additional vehicle, then we will supply a second vehicle.
- Parking at the airport shall be allowable, as appropriate, for all required travel dates. Additional parking days, at the traveler's option due to pre or post travel days shall not be allowable costs with district funds.

- Self-parking is preferred.
- Valet parking will be allowed if there are safety concerns or if the size of the vehicle prohibits parking in the garage, otherwise self-parking should be used.
- In the event, that a parking stub is kept when departing facility, take a picture of the parking cost so we can use that as a receipt.
- Parking receipts must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.
- Failure to provide parking receipt(s) will result in you owing it back to SISD (cash, check or deduction from your next payroll check).

Transportation – Toll Charges

- Toll charges shall be allowable for travel events, as applicable, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status if Preapproved
- If a school vehicle is already being used for the same conference/trip and you choose to take your own vehicle you will not be reimbursed toll charges. We will only provide toll charges for one vehicle per trip. If the head count warrants an additional vehicle, then we will supply a second vehicle.
- Toll charges while in a district-owned vehicle are forwarded to the district by the toll authority.
- Toll receipts, as appropriate, must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.

Transportation – Taxi, Shuttle, Uber etc.

- Taxi and shuttle costs shall be allowable for all in-state and out-of-state travel events, as applicable, if the traveler is on travel status and has not been provided a vehicle.
- Taxi and shuttle tips may be paid at the traveler’s discretion but will not be allowable travel costs for reimbursement or payment with any district funds.
- Taxi receipts must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.
- Non-Taxi Service such as Uber, Lyft shall be allowable for reimbursement if the cost are reasonable and required during the travel event.
- Failure to provide receipt(s) will result in you owing it back to SISD (cash, check or deduction from your next payroll check).

Transportation - Charter Bus

- Teams traveling more than 200 miles (one-way) from Snyder may request to charter a bus. If funds are available and the trip is approved, the district may contribute up to the state reimbursement rate per mile toward the cost of a charter bus. The district will not contribute to the expense of a charter bus for trips less than 200 miles from Snyder regardless of level of competition.
- Once approved, a quote will be required listing all expenses (mileage, driver hotel, etc....) and must be attached to the Advance Travel Request Form. If the quote is greater than the district contribution, funds will need to be provided from another organization (booster club, donations, etc.). The additional monies will need to be paid to the district before the trip departure date.

- Itemized receipt must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.

Transportation – Fuel Receipts

- When using a school vehicle, you will be issued a fuel credit card. At the completion of trip, you are to provide all fuel receipts to the Transportation Department.
- If a fuel receipt is missing, you will be required to reimburse the district for the amount of the lost receipt(s), or it will be deducted from your next payroll check. In the event, that you are getting fuel, and the machine is out of receipt paper and there isn't a clerk, take a picture of the pump transaction (dollar amount and gallons) and turn that in as documentation.

Employee Meals:

- The employee (when traveling without students) allowance for meals is based on the current state-approved per diem meal rate in effect at the time of the trip (www.gsa.gov), this is subject to change. On the first and last day of travel, employees are only eligible for 75 percent of the total state-approved meal rate.
- SISD does will allow 15% for tips on employee meals.
- SISD will pay state tax with general funds only.
- If a meal is provided at a function being attended, such as a banquet included in the conference registration, you will not be eligible for that meal.
- Alcoholic beverages are strictly prohibited.
- Money does not carry over from day to day.
- A credit card will be issued to the traveler within 30 days of the travel event for meals.
- Itemized meals receipt(s) must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.
- Meal delivery services are not approved expenses.
- If there are meal overages, tips, or unapproved purchases on receipt you will be required to pay it back (cash, check or deduction from your next payroll check).
- Receipts that are not itemized can be approved by employee's supervisor or Director of Finance.
- Will provide \$5.00 snack money for travel days.
- Current standard meal rates for employees: Breakfast \$20.00, Lunch \$25.00 & Dinner \$30.00

Student Meals:

- The number of meals to be rendered will depend on the date and times of departure. The allowance for meals is based on the per diem meal rates established by the district in effect at the time of the trip, this is subject to change. Breakfast will be paid on the day of departure if departing before 7:00 a.m. Lunch will be paid on the day of departure if departing campus before your campus designated lunch time. Dinner will be paid on the returning day if arriving after 7:00 p.m. Itemized receipts are required. On rare occasions per diem will be given to each traveler, the Student Per Diem Signature Page must be signed by everyone receiving money.

- Meal money is calculated daily: per traveler, per meal, per day. (For example, if you have \$100 left from the previous day it may not be used towards the current day. If you have students riding home with parents and not eating with the team, you may not put that money towards the current students being fed.)
- If a meal is provided at a function being attended, such as a banquet included in the conference registration, you will not be eligible for that meal.
- If the hotel that you are staying at provides a breakfast, you will not be eligible for that meal.
- Itemized meal receipts are required for all purchases! When traveling with students up to 15% of Subtotal may be added to ticket for gratuity, but you may not go over meal allotment. (Overages will result in payroll deductions – Booster clubs cannot pay the difference).
- Meal delivery services can be approved, if the students are not able to leave for the meal.
- The district does not pay state tax on student meals.
- A check or credit card will be issued to the traveler within 30 days of the travel event for all staff and student meal per diems.
- Itemized meal receipt(s), travel roster, money not used, and district credit card must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.
- Current rate for meals with students: Breakfast \$10.00, Lunch & Dinner \$15.00.

Registration Fees

- 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.
- A copy of the registration form and Schedule of Events shall be submitted with the Advance Travel Request Form.
- Make sure your Vendor is an active vendor, if they are not an active vendor it is your responsibility to have the new vendor complete the Snyder ISD Vendor Application Packet. We cannot move forward with PO entry or approval until we have it.
- We will only use credit cards to pay vendor fees if that is the only form of payment the vendor will accept.
- The district will not pay for late fees. Employees will be responsible for paying any late fees for not registering for event in a timely manner.
- If you do not attend a paid for training or conference you are registered for, for any reason outside district duties and do not get it cancelled in a timely manner and refunded, you will be required to pay the district back.
- Payment will be made as indicated on your travel request form (example: send check to me, mail to address, need to pay with PO – vendor will bill us).

- A copy of your certification or proof of attendance must be submitted by the traveler with the Expense Report within 5 days after the travel event to the Business Office.
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Lodging

- Lodging costs shall be allowable for travel events that require an overnight stay away from the traveler's home. No lodging shall be allowable in the traveler's home city at a commercial lodging establishment.
- 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 cost that exceeds the required minimum shall not be deemed necessary or allowable travel costs. For example, if an event in Odessa has a 10:00 am or later start, lodging cost would not be reasonable, necessary or allowable travel cost.
- The traveler shall estimate the lodging expense per night (including all taxes, surcharges, etc.). A conference or event hotel shall be the first priority to minimize transportation costs at the event city.
- The federal per diem rates for lodging shall be used to determine the maximum amount that may be charged to a state or federal grant. The maximum lodging rate, for state and federal grants, shall be for the city of travel and the month of travel based on the GSA website. A copy of the lodging rates for the date (s) of travel shall be attached to the Travel Authorization form.
- Hotel rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting. SISD is a member of Hotel Engine and they can help you locate hotels within GSA rates in the area you need to travel to. Reservations can be made directly with them. (Contact Admin for login rights to this website) Higher hotel rates may be considered at the conference host hotel if there is a safety concern or if it proves to be an economical advantage for the district. Prior approval is required before traveling. This is not to accommodate for late deadlines.
- Lodging will be paid if the activity involves multiple-day activities. (High School sporting events are only allowed one overnight stay per club with district funds, until they have advanced out of district level of competition. If the request is greater than the district contribution, funds will need to be provided from another organization (booster club, donations, etc). The additional funds and a Donation Form must be approved in the District Office before the travel will be approved.
- Teachers and students will not share rooms. Guidelines recommend 3 to 4 students per room (same sex), depending on the circumstances. Double occupancy is recommended for employees (same sex, marital status or same job status). There must be a compelling health or safety reason to seek a double occupancy waiver for employees.
- The traveler (or campus secretary on behalf of the traveler) shall make the hotel reservation and secure with their personal credit card or a district credit card once the PO has been approved.
- Hotel and travel websites such as Hotels.Com, Expedia, Travelocity, etc. shall not be used to make hotel reservations. Reservations made through the Internet must allow for hotel state tax exemption and may not require pre-payment.

- A credit card shall be issued to the traveler for the approved, estimated lodging expense as reflected on the Advance Travel Request Form.
- Lodging costs shall be paid with a district-issued credit card on site at the time of arrival and/or departure based on the hotel's charging policy. Travelers shall not pay the hotel expense with personal funds and seek reimbursement after-the-fact unless some of the travel costs are for personal travel days. Under this scenario, the traveler must ensure that only district-authorized travel costs are paid with the district credit card.
- The traveler may, at his/her request, stay with a family member or friend instead of at a hotel. If the traveler selects this option, the traveler shall not receive any payment in lieu of lodging costs.
- The traveler shall present a Hotel Occupancy Tax Exemption Certificate to a Texas hotel. If the traveler fails to present the certificate, the traveler shall reimburse the district for the unallowable tax expense. The Hotel Occupancy Certificate can be found on the district's Business Webpage and the State Comptroller's Website. The hotel occupancy tax exemption does not apply to out-of-state travel.
- When at least two (2) travelers (district employees) are traveling to the same event, they each receive the maximum lodging rate on the GSA schedule. Each traveler shall submit an Employee Advance Travel Request Form, however only one person makes request for hotel room and will indicate who they will be sharing room with. Room cost will be split for their portion of the lodging costs. Double occupancy is recommended with supervisor approval. There must be a compelling health or safety reason to seek a double occupancy waiver.
- When a traveler shares lodging with a non-district employee or district employee not in travel status, the maximum lodging costs shall be the appropriate GSA schedule rate for single occupancy.
- If internet service will be needed to perform school duties while out of town, you must attempt to stay at a hotel that provides internet service at no charge to the district. If this cannot be done, you must submit the estimated charge on your Advance Travel Request Form and submit documentation of fee and get the necessary approvals prior to travel. If this is not done, you will not be reimbursed for the internet charges.
- Lodging costs such as movies, gym facility, resort fees, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds.
- Lodging tips may be paid at the traveler's discretion but will not be allowable travel costs for reimbursement or payment with any district funds.
- An itemized lodging receipt must be submitted by the traveler with the Expense Report within 5 days after the travel event.
- Air B&B's will be allowed for employee's only. Rates should not exceed current GSA rates.

Out of State Travel Policy

- Out of state travel requires Superintendent and Board approval. The campus principal should be notified by September of each school year, the planned dates for each level of competition and the anticipated number of teams involved. If approved, the campus principal and sponsor will prepare an "action sheet" for the Board agenda and present the request to the Board at the appropriate time. The district will only pay for out of state travel for competitions where there were advancements.
- Students can only attend national events if they are passing all classes and have not had more than 3 unexcused absences during the school year.

- All standard travel procedures apply to out of state travel. However, Superintendent approval can be obtained for high-cost areas for additional travel expenses. This is a case-by-case basis.
- Teachers and students will not share rooms. The advisor is expected to work out room arrangements with other chapters to arrange efficient room reservations. SISD travel guidelines recommend 3 to 4 students per room, depending on the circumstances.
- The board must approve out of state travel for travel being paid with activity funds. It is suggested that fund raising should begin in the previous year prior to travel to ensure funds will be available.

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)
- Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences.
- Hotel Internet charges (unless expense is work-related and pre-approved on an Advance Travel Request)
- Meal delivery services are not approved expenses.
- Snacks are not provided and do not take the place of a meal.
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement requests shall be required to reimburse the district for the fraudulent reimbursements and shall be subject to disciplinary action, up to and including termination of employment.
- Travel expenses incurred after an employee terminates employment with the district.
- Travel expenses incurred by an employee who subsequently resigns (over the summer or other break), unless there are extenuating circumstances.

Completion of District Travel – Travel Expense Report

- After the completion of travel, submit a Travel Expense Report to include original itemized receipts for meals, lodging, fees, car rental, rental fuel, and other miscellaneous expenses as backup documentation for money previously advanced. Provide proof of attendance of conference or training (certificate of completion). Complete a travel roster for everyone who traveled and document the meals provided for each person. Forward the documentation along with the expense report and district credit card to the Business Office within five (5) days of trip completion. Itemized meal receipts are required. The Travel Expense Report should reflect actual expenses.
- If the expenses were less than the money previously advanced, either cash or a personal check from the employee payable to Snyder ISD must accompany the above documentation.

