

**BORGER INDEPENDENT SCHOOL DISTRICT
STAFF TRAVEL FORM**

See Attached Borger I.S.D Travel Guidelines

Name _____ Campus/Dept. _____

Date Requested ____ / ____ / ____

Destination _____ Date(s) of Trip ____ / ____ / ____ Depart time ____:____ a.m.
through ____ / ____ / ____ Time returned ____:____ a.m.
p.m.

Purpose of Trip _____

Transportation Airplane Lease/Rental Private Vehicle School Vehicle (contact Trans. Dept.)

Complete on Return

ATTACH CONFERENCE BROCHURE

	Estimated Costs	Actual Costs
Meals –		
<u>Overnight:</u> ____ x \$10 (Breakfast) ____ x (\$15) Lunch ____ x (\$20) Dinner		
<u>Non-Overnight:</u> ____ x (\$9) Breakfast ____ x (\$12) Lunch ____ x (\$15) Dinner	\$ _____	\$ _____
Rooms _____ \$ _____ per day X _____ days # of rooms (Including fees & applicable tax)	\$ _____	\$ _____
Mileage _____ per mile x _____ miles	\$ _____	\$ _____
Lease /Rental -----	\$ _____	\$ _____
Taxi/Public Transportation-----	\$ _____	\$ _____
Parking -----	\$ _____	\$ _____
Rental Car Fuel -----	\$ _____	\$ _____
Other Costs	\$ _____	\$ _____
List Costs -----	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Requested:	\$ _____	Total Charged: \$ _____

Total Returned: \$ _____

Total Due

To/From: \$ _____

RECEIPTS MUST BE ATTACHED

Account Code	\$ _____
_____	\$ _____
_____	\$ _____

Staff Member Requesting _____ Date _____

Approval- Principal/Director _____ Date _____

Approval – Fed. Programs _____ Date _____

Approval- Business Manager _____ Date _____

Approval- Superintendent/Designee _____ Date _____

Borger Independent School District
Employee and Student Travel Guidelines

Meals

An employee must claim the actual expenses incurred for meals not to exceed the maximum allowable rates. District travel expense reimbursement is not a per diem. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. A meal receipt is the preferred documentation for reimbursement. If a receipt is unavailable, then a statement of expenses, an account book, a day-planner, or similar record in which the employee entered each expense at or near the time the expense was incurred is acceptable.

Borger ISD maximum allowable rates for overnight meals are the following:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

A meal may not be skipped to add to another meal. For example, lunch may not be skipped in order to spend \$35 for dinner. Only \$20 is allowed for dinner on an overnight trip.

A district employee may be reimbursed for occasional non-overnight meal expenses. Approval will be determined on a case-by-case basis.

Borger ISD maximum allowable rates for non-overnight meals are the following:

Breakfast	\$9.00
Lunch	\$12.00
Dinner	\$15.00

A district employee may be reimbursed for a meal expense incurred on a day that the employee conducts district business outside of the designated headquarters. The City of Borger is the designated headquarters for Borger ISD.

The district will not reimburse an employee for a meal expense incurred within the designated headquarters unless it is mandatory and connected with training, a seminar, or a conference, separate and apart from normal duties.

A district employee may be reimbursed if a meal and the school business conducted are “directly-related,” and the main purpose of the combined business and meal is to actively conduct school business. Furthermore, if the meal is “associated” with district business and the meal occurs directly before or after substantial school business discussion, then the meal may be reimbursed. For example, if a UIL District Executive Meeting is conducted during a meal (directly) or a meal follows the meeting (associated), then the meal may be reimbursed.

Meal expenses incurred while traveling to a duty point the day before district business begins and traveling from a duty point the day after district business ends are reimbursable. Meal expenses incurred more than one day before or after the district business begins or ends are not

reimbursable unless the expenses are incurred to qualify for discount airfare or travel to or from the duty point reasonably requires more than one day.

Where authorized, the district may directly pay to an establishment for allowable meal expense incurred by the district's employees as per the maximum allowable rates listed above.

Tips or gratuities paid in conjunction with meal expenses are generally not reimbursable. A "mandatory" service charge may only be reimbursed if the service charge is imposed by an establishment and cannot be refused by the customer.

The district will not reimburse an employee for the purchase of an alcoholic beverage.

Transportation

A Borger ISD employee is entitled to be reimbursed for transportation charges incurred while conducting school district business. The employee should select the most cost effective method of transportation available. Employees are required to use a district vehicle, if available, for travel involving official district business. If documentation is provided that a district vehicle is not available, or if unique circumstances have been approved by the superintendent, then the district will pay the district reimbursement rate for use of an employee's vehicle.

The Borger ISD mileage reimbursement rate is 42 cents per mile.

The reimbursement may not exceed the product of the actual number of miles traveled for business. The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle.

The number of reimbursable miles may not exceed the number of miles of the most cost-effective route between two duty points. The duty point is the destination, other than the place of employment, to which an employee travels to conduct official district business. If the destination is outside the City of Borger, then the duty point is either the physical address of the destination, the incorporated municipality in which the destination is located, or the unincorporated area within a five-mile radius of the destination. The shortest route is presumed to be the most cost-effective route. The superintendent may authorize reimbursement of a longer route if that route is deemed more cost-effective.

Documentation for the number of miles traveled by an employee for district business may be determined by MapQuest, other service, or by point-to-point itemization. Point-to-point mileage may be documented by an employee's vehicle odometer reading. If an employee's odometer is used to determine the number of miles of the shortest or most cost-effective route between points, then the supporting documentation must include a point-to-point mileage itemization from MapQuest or other service.

Lodging

A district employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts district business outside of the City of Borger. The lodging expense may only be reimbursed if it is incurred at a commercial lodging establishment.

The Borger ISD maximum allowable rate for lodging is \$85 a night for areas not listed on federal rate map. The federal rate map is used to determine the allowable “market cost” of lodging. The cost of lodging varies by the location of the lodging and the day of the week.

Note: If an event, which is defined as district business, is occurring at a hotel or a hotel is linked to an event, the district will pay the single hotel rate or the double rate if two district employees share lodging.

Where approved by administration, lodging expenses incurred the night before district business begins and the night after district business ends are reimbursable. Lodging expenses incurred more than one night before or after the state business begins or ends are not reimbursable unless the expenses are incurred to qualify for discount airfare or if travel to or from the duty points reasonably requires more than one day.

The district may directly pay a commercial lodging establishment, a credit card issuer, or a travel agency for lodging expenses incurred by the agency's employees.

For a district employee to be reimbursed for a lodging expense, the employee must provide proof that the lodging expense was incurred. This normally takes the form of a lodging receipt. The employee is responsible for obtaining a tax exempt form before travel expense occurs. A state employee of an agency that qualifies as an education organization is exempt from paying the state hotel occupancy tax. [Texas Tax Code Section 156.102\(a\)](#) The employee is not exempt from paying the county or municipal hotel occupancy tax. A district employee is entitled to be reimbursed for hotel occupancy taxes incurred while traveling on district business. The tax is considered an incidental expense and is not a portion of the maximum lodging reimbursement rate.

When at least two district employees share lodging, the district will reimburse each employee for his or her share of the lodging expense. For each traveler, the reimbursement may not exceed the maximum lodging reimbursement rate.

Note: The maximum allowable expense for two district employees sharing lodging is \$170 per night, or \$85 per person.

The district may reimburse an employee for a cancellation charge if the charge is incurred:

- for a reason related to district business, or
- for a reason related to district business that could not be conducted because of a natural disaster, or
- because an employee was unable to use transportation that was paid in advance to obtain a cost savings because that employee was ill or had a personal emergency. [Texas Government Code Section 660.015](#)

Documentation

General Requirements

To verify that travel involves district business, employees are required to provide documentation of the workshop, training, seminar, meeting, or conference attended. A brochure, registration form, agenda, copy of a webpage that lists pertinent information, or certificate of attendance are acceptable forms of documentation.

Meals

The preferred method for reimbursement is a meal receipt. If a receipt is unavailable, then a statement of expenses, an account book, a day-planner, or similar record in which the employee entered each expense at or near the time the expense was incurred is acceptable.

For meal expenses incurred within the City of Borger, the supporting documentation must include a determination by the sponsor of the training, seminar or conference that the meal was mandatory and connected with the training, seminar or conference.

Transportation

If MapQuest, or other service, is used to determine the number of miles, it must be documented.

If an employee's odometer is used to determine the number of miles of the shortest or most cost-effective route between points, then the supporting documentation must include a point-to-point mileage itemization from MapQuest, or other service.

Lodging

The supporting documentation for the reimbursement of a lodging expense incurred by a district employee must include a lodging receipt or other documentation that satisfies the below requirements.

Electronic versions or copies of the documentation (including receipts) are allowed as long as all required information is included.

The receipt must be issued by one of the following:

- the commercial lodging establishment or its central reservations office,
- the travel agency used to reserve the lodging, or
- the broker who purchased the lodging.

The receipt must include:

- the name and address of the commercial lodging establishment,
- the name of the employee,
- the single room rate, and
- a daily itemization of the lodging charges.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. The paper version of a receipt delivered through the Internet or electronic mail by a commercial lodging establishment or its central reservations office, by a travel agency or by broker is acceptable. A receipt to which additional information has been added is considered unaltered if the additional information does not conflict with the original information on the receipt.

If a lodging receipt is unavailable, then the supporting documentation must include the canceled check or credit card slip used to pay the lodging expense, the credit card billing on which the lodging charges appear or a copy of the check, slip or billing. If the original or a copy of a canceled check, credit card slip or credit card billing is included in the supporting documentation, then the name and address of the establishment, the name of the employee, the single room rate and a daily itemization of the lodging charges must be included in that documentation.

If the individual listed on a lodging receipt is not the district employee, the supporting documentation must include proof that the employee paid the lodging expenses for which the employee is claiming reimbursement. The proof may be in the form of a credit card slip, a credit card billing, a canceled check or a receipt from the individual. If the slip, billing, check or receipt is unavailable, then a copy may be submitted.

A "copy" of a credit card slip, credit card billing, receipt or canceled check may include a screen printout, a photocopy, an electronically stored version or a fax.

Student Travel

Student travel expense reimbursement is not a per diem. A meal may not be skipped to add to another meal. For example, lunch may not be skipped in order to spend \$22 for dinner. Only \$12 is allowed for dinner.

A student meal can be provided when the activity is 50 miles or more outside the City of Borger, including activities in Amarillo or when the activity is lengthy like an all-day tournament.

Borger ISD maximum allowable rates for student meals are the following:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$12.00

Requests should be completed **two-three weeks before** travel in order for the approval process to be completed and to have time for the sponsor to make reservations. A list of students and sponsors attending the event needs to be attached to the Student Travel Form.

When requesting a vehicle, the transportation department needs the request **7-10 business days in advance**.

The sponsor will receive a copy of the Student Travel Form when the trip has been approved with all necessary signatures. Once approved, the sponsor is responsible for making lodging or restaurant reservations and contacting the transportation department for buses or charters.

Please complete all lines in the top portion.

When students receive a meal for non-overnight trips, sponsors and bus drivers are allowed a meal at the non-overnight rate.

After the trip, the sponsor is to return all receipts along with a copy of the approved Student Travel Form to the business office **within 3 business days**. Requests for reimbursement made more than 30 days after the trip will not be paid.