

BOERNE ISD
Travel Policy and Procedures

Effective August 14, 2017

Revised 11/14/2023

Payment of any travel related expense is subject to the prior approval of the budget manager as a matter of site-based authority. All travel related activities are governed by Board Policy. The following procedures are subject to change and will not supersede Financial/Administrative Procedures, Board policy, or any State or Federal law. Request for reimbursement for any travel related expense must be received in the Business Office by June 15th of the appropriate fiscal year for all campus staff and June 30th for year-round employees. A purchase order for reimbursement must be submitted prior to all travel.

Submission of documentation and itemized receipts to support actual travel expenditures must be received in the Business Office within 10 days of the travel event.

Itemized receipts are required for ALL travel reimbursement.

A - Staff Travel for school related business

1) Lodging -

- a) The PO should be made payable to the individual or the district procurement card vendor – depending on the method of payment.
- b) Reservations for lodging are the responsibility of the employee. The district procurement card may not be used to hold reservations, unless the hotel is charging for the first night at the time the reservation is being made. If the first night is being charged at the time of reservation, the employee may make an appointment with the Business Office to use a District card for the reservation. The employee should not sign a contract for lodging. Any contract should be forwarded to the Purchasing Department for review;
- c) The district is responsible for the room rate and city occupancy tax. Incidentals and State occupancy tax will not be reimbursed to the individual. If those items are charged on the district procurement card, it is the responsibility of the employee to have the card refunded. If the incidental charge or tax is not refunded by the vendor, then it is the responsibility of the employee to reimburse the district;
- d) Reimbursement for lodging funded with Federal or State grants are subject to the prevailing limit set by TEA and the State Comptroller. Lodging costs that are locally funded must be reasonable (as required by Board policy);

e) Please refer to the district's purchasing policy regarding travel for further information regarding reimbursements and use of the district procurement card.

2) Meals -

a) The per diem calculation in section A2d represents the limit of the reimbursement. The amount reimbursed is subject to approval by the budget manager;

b) Meals are reimbursed. The district does not provide an advance for staff meals or allow the use of the procurement card for staff meals (when students are not involved). The employee must complete a Travel Reimbursement Request form upon their return. The current per diem rates will be posted on the district website under the Purchasing Department section;

c) Meals are reimbursed for overnight travel only**. This is calculated from the time they leave their worksite or home to the time they return to their worksite or home. **Refer to item A(2)(f) and (g) of this section for restrictions related to grant funded travel;

d) Per Diem is calculated based on the time of departure and arrival from the work location or place of residence. If the employee is traveling over the hour listed below, then the calculation is based on the prevailing per diem for that meal:

Breakfast	6:00 AM	\$8.00
Lunch	12:00 PM	\$13.00
Dinner	6:00 PM	\$15.00

Example) departure time is 10:00 am on Day 1 and arrival time is 2:00 pm on Day 3. Employee is entitled to lunch, and dinner on Day 1, breakfast, lunch, and dinner on Day 2 and breakfast and lunch on Day 3.

e) The per diem calculation should not include meals that are provided to the employee as part of a banquet or other separately paid meal ticket. There are no circumstances in which alcoholic beverages will be reimbursed.

f) Itemized receipts are required for ALL travel. The cost of the meal, tax and tip are eligible for reimbursement.

g) Reimbursement for meals for overnight travel funded with Federal or State grants are subject to the prevailing limit set by TEA and the State Comptroller.

3) Mileage -

a) Mileage is reimbursed based on odometer readings, the Texas Mileage Guide, or an independent source (ie. Google Maps, MapQuest). Reimbursable mileage should be calculated by total mileage driven for the event, less an

employee's typical commute to work. Travel to and from the lodging site to the conference/job site is reimbursable. Mileage from the conference/offsite job or lodging site back to the residence or workplace is reimbursable. Miscellaneous personal travel during an overnight stay is not reimbursed. The campus/department department will review the mileage reimbursement for reasonableness according to the Texas Mileage Guide or other independent source;

b) The mileage rate is tied to the rate set by the State Comptroller; however, mileage rate at no time should exceed the rate permitted by IRS. The Purchasing Department will monitor the rate and post the current rate on the district website.

c) Parking fees are reimbursed with receipts.

B - Student Travel

1) Lodging -

a) The PO should be made payable to the individual or the district procurement card vendor – depending on the method of payment. A roster of students and sponsor must accompany the PO;

b) Reservations for lodging are the responsibility of the employee. The district procurement card may not be used to hold reservations, unless the hotel is charging for the first night at the time the reservation is being made. If the first night is being charged at the time of reservation, the employee may make an appointment with the Business Office to use a District card for the reservation. The employee should not sign a contract for lodging. Any contract should be forwarded to the Purchasing Department for review;

c) The district is not responsible for State occupancy tax or incidentals. If those are charged on the district procurement card, it is the responsibility of the employee to have those charges refunded. If the incidental charge or tax is not refunded by the vendor, then it is the responsibility of the sponsor or student to reimburse the district;

c) Please refer to the district's purchasing policy regarding travel for further information regarding reimbursements and use of the district credit card;

d) Reimbursement for lodging funded with Federal or State grants are subject to the prevailing limit set by TEA and the State Comptroller;

2) Meals –

a) A roster of students, including the dates and time of travel, must accompany the request for a PO.

b) Per diem is calculated for the sponsor according to the schedule set forth in section A2d above. The student allowance is determined using the

same calculation as the sponsor; however, the amount is reduced by \$2 per day (\$1 less for lunch and \$1 less for dinner)..

Example) Sponsor and Student leave at 10:00 am on Day 1 and return at 2:00pm on Day 2. The sponsor is entitled to lunch and dinner on Day 1 and breakfast and lunch on Day 2. The student is entitled to the amount received by the sponsor less \$3.00.

c) The per diem calculation should not include meals that are provided to the sponsor and/or student as part of a paid registration.