

Tornillo ISD Travel Checklist

Things to do Before and After Your Travel Event

To ensure compliance with federal, state and local travel guidelines, you should follow this checklist.

Preparation:



Obtain Travel Authorization (Travel Request Form).



Obtain copy of training/conference brochure to verify registration fee and **deadline(s)** ○



Travelers may be held personally liable for late registration charges. Verify that funds exist in your campus and/or department budget

Before the Trip: Submit a Trip Request form – It will route to



your supervisor.

- A district-owned vehicle will be assigned to Authorized Drivers only.
- Verify that the Superintendent has approved your request before proceeding with travel forms, travel arrangements, etc. Expenses for non-approved trips will not be subject to reimbursement.



Complete and submit a Travel Authorization Form to your supervisor.



Attach preferred flight information and estimated charges, if appropriate. (Flight will be purchased by the Business Office for the most economical route and schedule to meets the travel plans.) Costs associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler. Refer to the in-state and out-of-state travel rates section for specific flight reimbursement rates. **(Plane fare)**



Obtain the total hotel expense per night (including all taxes, surcharges, etc). Hotel occupancy taxes in the state of Texas will not be subject to reimbursement to the traveler. It is the traveler's responsibility to present a Hotel Occupancy Certificate to the hotel at the time of registration. The Hotel Occupancy Certificate can be found on the district's Business Webpage or the State Comptroller's Website. **(Lodging)**



^C_h Attach a copy of the training/conference brochure. The brochure should include the start and end date of the conference, location, and registration fee to support the travel expenditures. **(Registration Fee)**



Indicate the number of days for meals (total number of meals advanced will be based on whether meals are provided by the event. Remember to adjust the requested amount for meals if the conference/workshop will include any meals. If meals are provided as part of the event, reductions should be made in accordance with the district Travel Guidelines. The 1st and last day of travel meal allowance should be adjusted to reflect the actual amount of travel/work time. Refer to the in-state and out-of-state travel rates section for specific maximum meal allowances for staff. **(Meals)**



Attach a list of students to support the number of meals requested for co-curricular or extra-curricular events, if applicable. Refer to the in-state and out-of-state rates section for specific maximum meal allowances for students. **(Meals)**



If requesting mileage reimbursement for driving a personally-owned vehicle, obtain the total miles to the destination using MapQuest. Tornillo ISD does not reimburse for mileage driven within El Paso County. The weblink is located on the Business web page or at www.mapquest.com. **(Mileage)**



Attach a copy of the completed registration form if required by the workshop/conference sponsor. A copy of the registration form will be sent with the payment to the sponsor. **(Registration)**



Enter the budget code number(s) to cover all estimated expenses. **Note: Federal or state funds used for travel may not exceed the maximum travel rates as noted on the GSA schedule (refer to in-state and out-of-state travel rates); therefore, a general fund account number(s) for the excess amounts must also be included on the form.**



Supervisors should sign the travel form and forward to the Superintendent for final approval.



After Superintendent approval, the original form shall be processed by the campus secretary for payment of a travel advance.

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Note: All Pre-Trip activities must be completed before a check can be issued by the Business Office. Please plan ahead to ensure that all deadlines are met.

During the Trip:



In the event that the trip is extended due to extenuating circumstances such as weather or other delays, contact your immediate supervisor and the Business Office to request an extension in the authorized travel dates.

After the Trip:



Complete and submit a Travel Settlement form **within 5 days of the trip** ○ Attach receipts for all transportation (taxis, shuttles, rental cars, etc) ○ Attach the hotel receipt (Texas state taxes will not be reimbursed)

- Indicate the “actual” cost of meals. Excess per diems over the actual costs must be returned to the district with the travel settlement form
- Attach registration receipt, if provided ○ Attach parking receipts, if any
- Travel expenditures shall not exceed the maximum travel limits



Submit any excess funds if a travel check was issued to the traveler (a receipt will be issued by the campus/dept.)



Submit any requests for reimbursements for travel expenditures that were not included in you travel check, or were unanticipated. A check will be issued to traveler after reviewing and approving the Travel Settlement.

The travel checklist had been reviewed and approved:

Campus Secretary

Date

Campus Principal

Date

Revised on 09-29-2017



Federal Funds Travel Audit Compliance Checklist

Name:	School/Department:
Name of Training/Event:	Destination
Departure Date:	Return Date:
Is the activity documented in the CIP/DIP Plan? Yes No Goal, Objective, and Strategy number	
Identify the content area (s) and subgroups that are targeted during this activity.	
Writing	Reading
Mathematics	Science
Other	
Bilingual/LEP	Migrant
Special Education	At Risk
Homeless	
Please obtain the following prior to booking travel:	
<ul style="list-style-type: none"> Signed per-diem (Supervisor/Superintendent/Employee) Employee must sign the federal travel acknowledgment form (request from business office) Complete registration form (if applicable) submit requisition and specify if check should be mailed upon receipt of invoice or if the traveler will be taking the check. Hotel quote (can be from hotel website) – Citi Card Requisition (after requisition is entered and approved please make an appointment with the A/P Coordinator to complete reservation) Flight information (dates, prices, times, personal information of traveler) Citi Card Requisition (after requisition is entered and approved please make an appointment with the A/P Coordinator to complete purchase) Car rental quote (if applicable) or shuttle estimate amount (amount should be included within the per diem form) Attach training or event agenda Submit employee reimbursement check request for the amount of the per diem form (meals, transportation, and other charges associated with training/event) <u>Upon Return</u> 	
<u>-Within 5 days of return</u>	
<ol style="list-style-type: none"> 1. Secretary will collect all applicable documentation/receipts. 2. Secretary will submit documents to Business Office for review. 3. Business office will review all documentation and settlement form for accuracy. 4. Business Office will notify Secretary and Secretary will submit all necessary requests through TEAMS. 	
ALL RECIEPTS ARE REQUIRED UPON TRAVEL COMPLETION INCLUDING MEAL RECEIPTS (PLEASE REFER TO THE FEDERAL TRAVEL GUIDELINES)	



Federal Travel Acknowledgement Form

Training/Event: _____

Date: _____

This Letter (the "Agreement") summarizes the agreement for my attendance at the

1. I have committed to travel to the aforementioned training/event to be held in _____ on _____. The cost of the travel is funded by a federal grant
City/State _____ Date awarded to _____
the School District.
2. I acknowledge the School District will incur the cost of travel if I cancel or decline to attend the training/event after registering.
3. I acknowledge that I will be personally be liable for any costs incurred by the School District in the event I cancel or fail to attend the training/event except for the reasons set forth in this letter. I authorize the School District to withhold the funds from my salary to repay the cost of travel in the event I cancel without proper grounds.
4. The obligation to repay the cost of travel will not be imposed on me in the event of any of the following reasons:
 - o I am ill and my illness is confirmed by my physician in writing, or
 - o Any event that prevents my attendance at the training/event that is not within my control, such as weather, equipment failure by airline or other transportation company, or act of God.

This letter constitutes my commitment to attend the training/event and comply with the terms and conditions set forth in this letter. By signing below I understand that the School District will rely on this letter in making necessary travel arrangements and expending public funds for my travel to and attendance at the training/event.

Employee Name: _____

Employee Signature: _____

Date: _____

Tornillo Independent School District Staff Travel Request

Staff Member Name:		Campus / Dept.			
Destination:		Account Code			
Goal: _____ Strategy: _____ Objective: _____					
Expenses	Dates	Details		Amount	
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other
Own car ***		Mileage*** Will be reimbursed at 54.0 cents a mile (GSA Rate)			
		copy of mapquest must be provided for mileage reimbursement			
Lodging: Hotel / Motel	Citi Req.	Hotel: not to exceed \$89.00 in state / \$83.00 out of state			
Meals	Day 1	(Not to exceed \$51/day)	B <input type="checkbox"/> \$13.00	L <input type="checkbox"/> \$16.00	D <input type="checkbox"/> \$22.00
	Day 2	(Not to exceed \$51/day)	B <input type="checkbox"/> \$13.00	L <input type="checkbox"/> \$16.00	D <input type="checkbox"/> \$22.00
	Day 3	(Not to exceed \$51/day)	B <input type="checkbox"/> \$13.00	L <input type="checkbox"/> \$16.00	D <input type="checkbox"/> \$22.00
	Day 4	(Not to exceed \$51/day)	B <input type="checkbox"/> \$13.00	L <input type="checkbox"/> \$16.00	D <input type="checkbox"/> \$22.00
	Day 5	(Not to exceed \$51/day)	B <input type="checkbox"/> \$13.00	L <input type="checkbox"/> \$16.00	D <input type="checkbox"/> \$22.00
Conference fees***		Purpose: Registration			
		Payable to:			
		***Make sure the vendor is an approved vendor for conference			
Parking / Valet		Purpose:			
Taxi		Purpose			
Incidentals		Purpose			
Other		Purpose			
		Advanced Amount			
		Returned Funds			
		Total amount owed to Employee	District		
		GSA Rates Apply for all Travel or Reimbursement			

I understand that all original receipts, invoices, sales slips, etc., detailing the actual amount of expenses related to the advance are to be submitted to the Business Office no later than 5 days from the completion of the activity. I will return any unused advance monies and receive a receipt for them. I understand that this means money must be used exclusively for the above stated activity. I also understand that Federal Account meals will be reimbursed after travel has occurred and must not exceed the \$51.00 a day meal per-diem.

Staff Signature _____

Date: _____

Principal Signature _____ Superintendent Signature _____

*** Please make sure all the needed signatures have been obtained for this form along with all the required attachments for back up and forward the form to the Business Office. For Internal Use: Date Form Rec. _____ BO _____ Accounts Payable

· **PARKING/CAB FARE**- may be reimbursed with original receipts and should be submitted on the line titled "Other" on the *Travel Requisition Form*.

· **RENTAL CAR**- when appropriate and as approved in advance, vehicles may be rented for out-of-town travel. All vehicle rentals should be reserved through Budget Rent a Car unless otherwise approved by the A Superintendent or Business Office Manager.

· **OUT OF STATE TRAVEL**- all travel out of the state of Texas will be at the discretion of the superintendent. If needed travel may require board approval. Out of state lodging and meal rates will not exceed the rate established in federal travel regulations for each state. These rates can be found in the GSA (General Services Administration www.gsa.gov) website in the per diem section.

· **OTHER EXPENSES** - The Texas Attorney General has ruled that school districts **CANNOT** pay for employee's personal expenses. Therefore, the following types of expenses cannot be reimbursed:

- (1) Golf tournament entry fees
- (2) Tours or other types of entertainment
- (3) Valet services
- (4) Room service
- (5) Personal telephone calls
- (6) Snacks or soft drinks NOT purchased as part of a meal
- (7) In-room movie rental charges
- (8) Alcoholic beverages
- (9) Any expenses of a spouse or other family member
- (10) Tips

Hotel Receipt - The original itemized hotel receipt, along with the Travel Settlement Form must be returned to the business office no later than 5 business days from the return date of the trip.

Federal Travel – Itemized Receipts are required to be turned in 5 days form the return date of the trip.

Employee Name: _____

Employee Signature: _____

Date: _____

