

Employee Reimbursements Travel Reimbursements Travel Card



2017-2018



Employee Reimbursements

Employee Reimbursements

A. Receipts

- Tape all receipts to a piece of paper. Do not fold, highlight or tape on the receipt detail.
- Must have an itemized detailed receipt, not a credit card receipt.
- Receipt must have the date and indicate payment confirmation.
- If payment is not shown on receipt, write the information needed and sign and date it.
- Process all receipts/mileage logs on NS PO

B. Pre-Approval

- Any purchases over \$200 for reimbursement (non-travel related) require prior permission via email from Associate Superintendent of Finance, Executive Director of Business Services or Director of Accounting.

NS PO Reimbursements

Non Standard PO(s)

C. Signatures

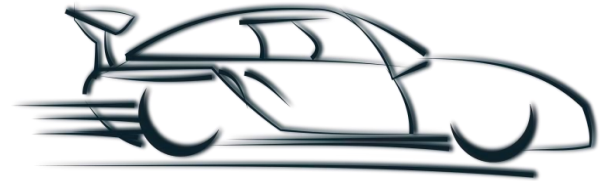
- Budget holder must sign the NS
- Supervisor of budget holder signs if reimbursement is for budget holder.
- If grant funds are used, make sure the budget holder for the grant also signs the NS.
- Petty Cash reimbursements follow same guidelines. Travel Cards follow the same guidelines.



NS PO Reimbursements

Mileage Forms

- New mileage rate for 2017 is \$0.53.5/mile
- Chart of Cities
- PISD Building Mileage Chart
- During the work week, travel that occurs outside of the hours the employee is working, the starting point is from their personal home address to the destination.
- Otherwise the starting destination is from the employee's work address.
- On weekends, the starting point of your travel will be from your personal address to destination.



NS PO Reimbursements

Mileage

An employee is required to submit a travel log at least once per semester, showing the date, destination, and miles traveled.

Separate Log for each month

Each month on separate line on one NS PO

Deadlines to turn in mileage log on or before:

January 31st - for the end of the 1st semester

July 31st - for the end of the 2nd semester

August 15th – for the summer

Local Funds - In State and Out of State

Approval Form

Out of State Travel:

- **Effective September 1, 2017, all request for out of state travel requires the approval of the appropriate Associate/Deputy Superintendent. The Approval Form Request must be submitted to the Superintendent's Cabinet for Approval.**
- This Approval Form Request should be attached to the non-standard purchase order sent to account payable when requesting reimbursement.
- Hotel Overage Forms need to also be approved PRIOR to going on trip by your Associate Superintendent.

Local Funds - In State and Out of State Hotel/Motel Expense

- Actual Lodging Cost up to \$115.00 per night, per person (before taxes).
- To be eligible for lodging the hotel must be at least 50 miles from the PISD Admin Building.
- Exceptions to the 50 mile rule must be pre-approved in writing by the Superintendent.
- Superintendent may grant an exception for safety/security reasons such as police officers and chaperones at PISD functions (prom in Galveston, etc.)
- If an exception is made by the Superintendent for any other reasons, the employee will receive a W-2 for the value of the hotel stay and any meals involved in the stay.

Local Funds - In State and Out of State

TAX EXEMPT VS NOT TAX EXEMPT

- PISD is tax exempt from state hotel/motel occupancy and sales taxes inside the state of Texas. The Texas Hotel Occupancy Tax form should be completed and submitted to the Hotel/Motel at time of check in. The Texas Sales Tax Form should be given to the Hotel to be exempt from the Hotel Parking tax. At check out, make sure they have removed the tax before you leave.
- PISD is not exempt from paying the City Hotel Occupancy Taxes. The district will reimburse for these incidental expenses.
- PISD is not exempt from out of state taxes related to hotels, any taxes related to, out of state hotels, are eligible for reimbursement.

Local Funds - In State and Out of State

Itemized Original Receipt for Lodging

- Actual Hotel Bill should be attached to your Travel Reimbursement
- Credit card receipts are not substitutes for actual, itemized hotel/motel bills.
- Include the entire bill not just the last page with the totals on it.



Local Funds - In State and Out of State

Third Party Lodging Vendors (Expedia, Hotels.com and etc.) are accepted. However it is vital that they be given a Texas Hotel Occupancy Tax Form to have the Texas State Hotel/Motel Occupancy tax removed from the bill.

The vendors are to provide the following documentation:

- The name and address of the commercial lodging establishment, and
- The name of the employee, and
- The single room rate and
- A daily itemization of the lodging charges, and
- Proof of payment.

Paper version of the receipt delivered through the internet or email is considered an original.

Local Funds - In State and Out of State



In State and Out of State Meals/Tips

- Meal per diem amounts (including tips) are paid for overnight travel up to \$36.00 per day. No receipts are required. See BOPM Travel Arrival/Departure Dates to calculate the meals that are eligible.
- Reimbursement may not cover the total cost of the meals while the employee is traveling but to reimburse reasonable incremental costs of meals the employee may incur by virtue of such business travel.
- If a meal is provided in a function being attended, such as a luncheon or banquet, that was included in the conference registration, that meal will not be eligible for reimbursement.
- Meals are not reimbursed for travel when not staying overnight.
 - *Exception to that rule Teachers and Sponsors accompanying students.
- A conference agenda must be attached to the reimbursement request to verify conference dates and meals provided.

Local Funds - In State and Out of State

Airfare

- Airfare must be tourist class/coach
- Airfare purchased over the internet will need to provide the sheet with the confirmation # that shows the airfare was paid with a credit card.
- Reimbursement for repayment should be placed on the Employee Travel Reimbursement Form.
- Effective 9-1-17 fees paid for Early Bird boarding or fees paid for boarding/seating upgrades are not eligible to be reimbursed.



Local Funds - In State and Out of State

District Vehicles



- When using a district vehicle, you should receive a PISD district fuel card to fill the district gas tank while traveling.
- It not only allows using the district fuel card for your gasoline purchases, it can also be used on small repairs, example tire repairs and allows the district to receive rebate points on expenditures.

Local Funds - In State and Out of State

Rental Vehicles

- No larger than full size vehicles and smaller should be used for those with four or less occupancy.
- Cost of rental vehicle shall be reimbursed under incidental charges with receipts required.
- Do not purchase any additional vehicle insurance. Insurance is included in the state contract pricing.
- To avoid higher gas charges charged by rental companies, fill the gas tank before returning to the rental car agencies and do not select the prepaid fuel option.
- Any additional cost incurred will not be reimbursed. Such as (GPS, Satellite Radio and etc.)



Local Funds - In State and Out of State



Taxi Fares, Parking and Tolls

- Will be reimbursed at actual costs including gratuity.
- Airport parking is eligible for reimbursement with receipts.
- Original receipts are required.

Student Travel Reimbursements

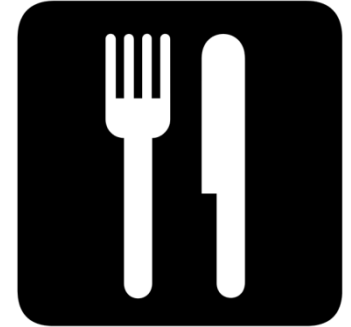
Student Overnight Travel In State/Out of State

- Lodging will be paid/reimbursed for the actual cost.
- Meals will be reimbursed for the actual cost up to \$36.00 per day.
- Receipts are required.
- Teachers and sponsors accompanying students are eligible for per diem meal amounts.

Student Travel Reimbursements

Student Meal receipts should include:

- Name of restaurant
- Must be detailed showing what is purchased
- Needs to show, date and time
- Have to be legible
- Tape original receipts on back page
- Copy of receipts on front of the paper



Federal Fund - In State and Out of State

- The Grant Administrator and /or Grant Manager must approve the travel prior to traveling for federal funds for :
 - In State Overnight Trips
 - Out of State Travel
 - Must have the travel justification form completed
 - Out of Country Travel



Federal Fund - In State and Out of State

In State and Out of State Hotel/Motel Expenses

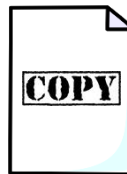
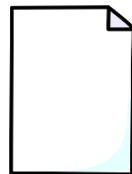
Refer to the federal Domestic Per Diem Rates on the GSA – US General Services Administration web site.

For cities not listed, apply the rate for the county in which the city is located. If the county is not listed, the GSA rates are:

Lodging: \$91.00 per night

Federal Fund - In State and Out of State

- The federal fund/grant is allowed to reimburse the employee the GSA rate up to \$115.00. If the GSA rate is more than the \$115 PISD lodging rate, the difference can be reimbursed from the local funds.
- If the appropriate Assoc. Supt. signs the Approval Form for Lodging Overages *prior* to the trip the lodging amount in excess of the GSA amount may be reimbursed using Local Funds.
- You must print a copy of the GSA web page listing the rate for the various city when requesting lodging reimbursement.



Federal Fund - In State and Out of State

In State and Out of State Meals

- Meal Reimbursement amounts paid for overnight travel up to \$36.00 per day.
- **Receipts are Required**
- Breakfast, Lunch and Dinner are reimbursed up to the amounts listed on the BOPM under the Arrival/Departure Chart.
- If Breakfast receipt is for \$8.50 and the chart states you are eligible for \$9.00 ,then you only get reimbursed for \$8.50.
- If you have a Lunch Receipt for \$14.00 ,you are only eligible to be reimbursed for the chart amount for Lunch of \$12.00.
- Combinations are not allowed, each meal is viewed separately.

Federal Fund - In State and Out of State

Taxi Fares, Parking, Tolls, Tips

- Taxi fare for official business is allowed to be reimbursed at actual costs.
- Airport parking is eligible for reimbursement with receipts.
- Parking and Tolls will be reimbursed at actual costs.
- Original receipts are required.

- Tips or gratuity of any kind are not allowed.
- Valet parking is not eligible for reimbursement according to federal guidelines.



Federal Fund - In State and Out of State

Travel Reimbursement Form Checklist

- Is a new detail list of items that needs to be attached to your travel form, if these items are not included then the form will be returned back to the campus/department.
- List the Unallowable Travel Expenses
- Travel Dos and Don'ts
- Give to employee before they travel and have them return it completed so that you know everything is complete and ready to turn in to accounting.

Federal Fund - In State and Out of State

Rental Vehicles

- Car rental (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or you document car rental is more cost effective.
- Car rental requires a receipt
- Gasoline for the rental is allowable with a receipt.
- To avoid higher gas charges charged by rental companies, fill the gas tank before returning to the rental car agencies and do not select the prepaid fuel option. It is a violation of federal guidelines to select the prepaid fuel option.



Travel Cards

- Travel Cards follow the same travel rules that the Travel Reimbursements have.
- Each month you will receive a summary of activity for the Travel Card that will require a brief explanations for the four W's.
- Who (employee)
- What (conference)
- When (dates)
- Where (location)

Travel Cards

Non allowable charges most often seen

- Food (groceries, snacks, alcohol)
- Subscriptions
- Retail Stores
- Office Supplies, books
- Meals

Full list is in BOPM travel card section

Travel Cards

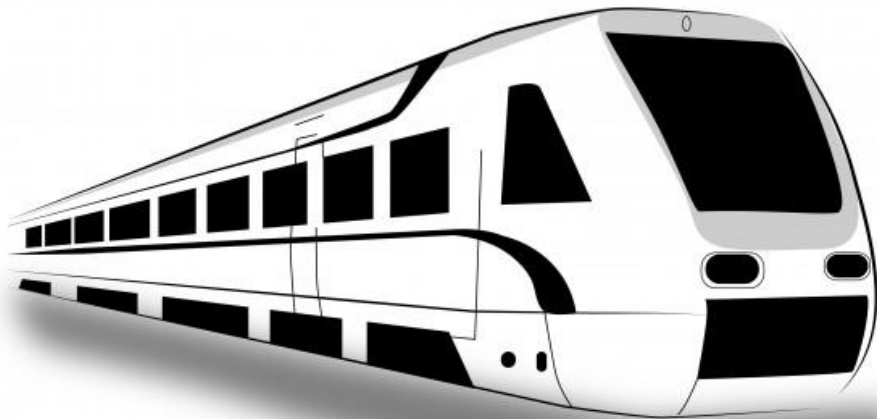
Allowable Travel Card Charges

- Lodging
- Airline Tickets
- Car Rental
- Taxi Fees/Airport Shuttles
- Conference Registration Fees
- Professional Organization Membership Fees
- Student Entertainment Tickets
- Student Trips that include registration, meals, or admission tickets.
- Complete list on the Travel Allowable Charges on the BOPM Travel Card Section

Questions

Question #1.

What should you receive from Transportation when you pick up a district vehicle?



Answer

Answer #1

District Fuel Card



Question

Question # 2

What are the 4 things that you need to provide as back up on the Travel Card?

4

Answer

Answer #2

Who

What

When

Where

Question

Question #3

When does the Travel Overage Form need to be signed?

Answer

Answer #3

Before you leave for your trip!

Question

Question #4

When is it okay to be reimbursed with a gift card when returning items to the store?



Answer

Answer #4

Reimbursed by a Gift Card is not allowed.



Question

Question #5

How often are you suppose to turn in mileage reimbursements?



Answer

Answer #5

An employee is required to submit a travel log at least once per semester, showing the date, destination, and miles traveled.

Separate Log for each month

Each month on separate line on one NS PO

Deadlines to turn in mileage log on or before:

January 31st - for the end of the 1st semester

July 31st - for the end of the 2nd semester

August 15th – for the summer

Question

Question #6

If an employee leaves his/her home not during business hours and heads to a training what address should be used?

Answer

Answer #6

The employee's address is what should be entered.

Have a great 2017-2018 School Year !!!

