



Procurement Services Department

DIVISION OF BUSINESS AND FINANCE

Travel Manual

2023-2024

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www.fwisd.org/procurement



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DIVISION OF
BUSINESS AND FINANCE

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TRANSPORTATION

Air Travel

1. The district strongly discourages the traveler to purchase the airline ticket with his/her own funds. But should this event occur, an original itemized receipt and an itinerary showing departure and arrival times are required. The traveler will not be reimbursed until their Cost Estimator 910 has been reconciled – up to 60 business days after their return.
2. With prior approval, full reimbursement shall be allowed for airfare (coach or economy class).
 - a) The District will not pay for upgraded seats, extended legroom, earlier boarding without approval.
3. Reservations for air travel charged to the District's account shall be made with a District credit card.
4. Air travel is to be processed on a District Purchase Order (PO) following the instructions on the Airline Ticket Requisition form. A ticket will not be purchased until the PO has been processed. Airfare will not be purchased on a Requisition (RQ). The RQ/PO number must be indicated on the Cost Estimator 910 next to *Airfare*.
5. The Procurement Services Department does not make airline reservations. The traveler's campus/department is responsible for contacting the travel agency to start the airline travel reservation process.
 - a) The District will not reimburse for upgraded seats, extended legroom, earlier boarding without approval
6. Common sense is to be the guide in determining which fare/route makes most sense to the District economically.
7. Advanced planning is expected in order to maximize fare discount requirements. Airfare is typically at its lowest price 21 days before the departure date. Ticket prices will increase again 14 days before departure and once again 7 days before, therefore it is in the District's best interest to purchase airfare as early as possible.
8. If an individual chooses to purchase a ticket with benefits derived from a bonus program (i.e. frequent flyer miles), the District does not reimburse the employee for the normal cost of such flights.
9. When travelers make unapproved modifications to travel arrangements that result in additional charges, those additional charges will be the responsibility of the traveler unless authorized by the supervisor.
10. Paper tickets are not issued. Tickets are electronic, requiring the traveler to present a form of identification at check-in. Travelers will receive an emailed itinerary prior to traveling. This itinerary should be submitted along with the properly completed Cost Estimator 910.
11. If the traveler has to cancel the trip, traveler must inform the Procurement Services Department and cancel their reservations via the travel agent before the trip date. The District may be able to use the ticket for a future trip or recover some of the ticket cost.

Extended personal stay:

- a) When the traveler extends the stay of a business trip for personal reasons, either before or after the trip, any additional cost will be the responsibility of the traveler.



- b) When making reservations, the traveler must indicate both the actual business dates and the personal dates and create two itineraries to document the price difference. If the price of the airfare is higher, the traveler is responsible for the additional cost.
- c) Once the ticket has been purchased via PO, the Requisitioner will receive notification of PO processing and cost of travel. The traveler will be required to pay for the price difference of the airfare to the Cashier prior to the trip date. The traveler will bring the receipt, which shows payment has been made, to the Procurement Services Department.

Example: The business dates are April 3 – April 5. The all-inclusive dates, including the business and personal dates, are April 3 – April 7. The cost of the airfare leaving on April 3 and returning on April 5 is \$100.00. The cost of the airfare leaving on April 3 and returning on April 7 is \$120.00. The traveler is responsible for the \$20.00 difference in the airfare cost.

Ground Transportation

MILEAGE (PRIVATELY OWNED VEHICLE):

Expenses Reported on the Cost Estimator 910

1. If a privately-owned automobile is used, reimbursement will be made on the basis of the rates established in the Texas Comptroller of Public Accounts. This rate is subject to change.
2. Mileage advance/reimbursement for use of a personal vehicle for transportation to the airport shall be allowed from the District Service Center to the airport and return (one round trip) at the rates established in the Texas Comptroller of Public Accounts.
3. Travel must be made by the most direct route for a maximum of 400 miles each way. For trips exceeding 400 miles each way, the allocation for meals and lodging will be the same amount as travel by airline.
4. If two or more travelers are sharing a vehicle, the auto mileage expense shall be entered on the driver's Cost Estimator 910
5. Expenses in the operation of a privately-owned vehicle that are reimbursable include: toll charges and reasonable parking charges.
6. Any employee with an auto allowance will not receive mileage to the DFW airport nor Love Field.
7. The District assumes no responsibility for privately owned vehicles used for company business.
 - a) The vehicle owner must have public liability insurance in force with at least the minimum coverage required by Texas law. Any damage or loss to a privately-owned vehicle used on District business is the responsibility of the owner. Private insurance coverage serves as the primary policy for third party liability and physical damage to the vehicle. Vehicle owners are responsible for any deductible under the private auto policy.
 - b) Executive Order 13513 prohibits employees traveling with Federal Funds from sending/receiving text messages or checking email while driving.

Expenses Reported on the Mileage Reimbursement Log

1. For travel within the Dallas/Fort Worth Metroplex, an employee of the District shall be reimbursed for mileage incurred while performing duties related to the job, only if such travel is at the request of and authorized by the employee's immediate supervisor. An employee shall use the District's mileage



reimbursement form to request mileage reimbursement as well as any local parking fees and tolls. Mileage forms shall be submitted monthly for timely reimbursement to the District's Financial Services Department.

2. For those employees who receive an auto allowance, reimbursement shall not be given for travel within the Dallas-Fort Worth Metroplex (except for parking).

RENTAL VEHICLES:

1. The District has a bid for rental vehicles. Enterprise is the preferred vendor for FWISD. Avis/Budget may only be used in cases of emergency. (Please check with Procurement Services before using Avis/Budget.)
2. Rental vehicles will be processed using a PO. The PO/RQ number must be indicated on the Cost Estimator 910 next to *Rental Car*.
3. As a general rule, a compact or mid-size vehicle will be rented whenever possible. When the number of people traveling in the vehicle requires it, a larger vehicle can be rented.
4. The District is insured for rental vehicles. Travelers are advised to refuse insurance coverage offered by car rental companies since such coverage would be duplication and a non-reimbursable expense.
5. Reimbursable expenses related to the operation of rental cars include: fuel, toll charges, and reasonable parking charges, etc.
6. Expenses related to the operation of rental cars that are NOT reimbursable include: Texas sales tax, and parking or traffic violation tickets the employee receives while on company business.
7. Rental cars are for business use only and should not be used for personal use. District insurance does not cover a rental car used by an employee for personal use. The employee will be responsible for any additional insurance coverage and/or any damage to the vehicle.
8. Under no circumstances shall a traveler use both a purchase order and a Cost Estimator 910 to pay for a rental vehicle.

LOCAL TRANSPORTATION (TAXI, BUS, TRAIN, ETC.):

1. Local transportation expenses (i.e. taxi, Uber, Lyft, bus, train, etc.) are reimbursable upon presentation of detailed receipts.
2. Receipts shall indicate, at minimum, TO and FROM locations, amount and date.
 - a) Uber/Lyft receipts must show TO and FROM locations and total charges, including tips.



Lodging

General Information

1. Travelers are responsible for securing their own lodging reservations with their personal credit card.
2. If the hotel requires a first night deposit, a PO should be entered to pay the hotel. Procurement Services can issue a District credit card to pay for room deposits, but the District needs a PO to cover any costs that may be charged to the card.
3. The District cannot reimburse Texas Hotel Occupancy tax. Texas Hotel Occupancy Tax Exemption Certificate is included with the District Travel Card, and District card in the case of a hotel deposit. Traveler must provide this certificate to the hotel reception desk at check-in. This only applies to In-State Lodging. The District will pay for city/county taxes. A copy of the Texas State Hotel Occupancy Tax Exemption Form is available in the Procurement Services Department.
4. All hotel receipts, including internet bookings, must be itemized (i.e. indicate the daily room rate, daily tax rate, and any other fees).
5. Telephone calls or internet usage are not reimbursable unless they are related to District business. Traveler must initial each call or internet usage on the hotel receipt to be reimbursed.
6. If two or more travelers are sharing a room, enter the lodging expense on only one Cost Estimator 910. If this is not possible, request separate **itemized** receipts from the hotel reception desk at check-in and/or check-out.
7. Reimbursement for lodging within the Dallas-Fort Worth Metroplex requires prior approval by a cabinet staff member and the Superintendent.

Conference/Convention Hotels

1. A conference/convention hotel is a hotel specifically designated by the conference/convention host. The host has negotiated special hotel rates for the attendees to the conference.
2. If travel is in conjunction with a conference/convention, documentation must be provided with Cost Estimator 910 substantiating designation of conference/convention hotel with documented rates.
3. Reimbursement is limited to maximum documented rate specified in the conference/convention documentation.
4. If rooms at the conference/convention negotiated rate are no longer available, and the traveler decides to stay at the conference/convention hotel at the hotel's standard rate, the traveler will be responsible for the cost over the maximum documented conference/convention negotiated rate.

Example: The conference/convention negotiated rate is \$100.00/night. The hotel standard rate is \$120.00/night. The reimbursement will be limited to \$100.00/night. The traveler will be responsible for the \$20.00/night difference.



In-State and Out-of-State Lodging

1. Board Members and Key Officials (superintendent, cabinet staff members):

- a) Hotel Reimbursement shall be for actual conference/convention rates at designated conference/convention hotels.
- b) Or for the most reasonable accommodations in accordance with the GSA Domestic Maximum Per Diem Rates. Current limit is up to twice the amount listed on GSA's Domestic Maximum Per Diem Rates per person per night, plus applicable taxes. If an area is not listed, the limit is double the rate allowed by the State of Texas Comptroller/GSA Domestic Maximum Per Diem Rates.
- c) Out-of-state occupancy taxes are reimbursable

2. District Employees and Students:

- a) Hotel Reimbursement shall be for actual conference/convention rates at designated conference/convention hotels
- b) Or for the most reasonable accommodations in accordance with the GSA Domestic Maximum Per Diem Rates. Current limit is the amount listed on the GSA's Domestic Maximum Per Diem Rates per person per night, plus applicable taxes. If an area is not listed, the limit is the rate allowed by the State of Texas Comptroller/GSA Domestic Maximum Per Diem Rates.
- c) Out-of-state occupancy taxes are reimbursable

Grant Travel Lodging

1. For travel utilizing Grant Funds (Fund Codes 200-429 and 701), the maximum allowable rate for both In-state and Out-of-State Lodging will be imposed. Key Official, Board Members and District Employees must follow the rules discussed above. A local 199 budget account will be required to cover any potential post trip unallowable expenses.
2. For travel utilizing Grant Funds (Fund Codes 430-499, 681, 773, Special Revenue-Local Source), FWISD local Fund 199 travel policy/regulations will apply to these trips as these funds do not fall under the federal and state grant travel requirements. Key Official, Board Members and District Employees must follow the rules discussed above.
3. A traveler may stay at a designated conference/convention hotel; however, the amount above the maximum GSA allowable rate must be paid using local funds or the traveler will be responsible for paying the difference.
4. Please provide both the conference rate documentation as well as the hotel confirmation information. This documentation must be provided to the Procurement Services department with the Cost Estimator 910.
 - a) Conference hotel rates can normally be found with conference registration information. In the event that a conference hotel rate exceeds the allowable rate, travelers are required to reimburse the District the difference between the hotel rate and the allowable rate.
5. *If conference hotel rate confirmation documentation is not provided* to the Procurement Services department, the traveler will be required to reimburse the District the difference between the hotel rate and the allowable rate.

OUT-OF-CONTINENTAL UNITED STATES LODGING

1. Contact the Procurement Services Department if an Out-of-Continental United States trip is planned to discuss per diem and exchange rates.



INTERNET HOTEL PURCHASES

1. If a traveler chooses, they may book their hotel stay in advance using an Internet booking agency, e.g. www.hotels.com, www.travelocity.com, www.expedia.com, etc. The traveler must pay for the hotel stay from their personal monies in advance.
2. The traveler will be reimbursed the actual cost of the hotel room, provided it is less than the hotel per diem rate or conference hotel rate and all city, county and resort taxes. The District does not reimburse Texas State Occupancy taxes.
3. The Internet booking fee will be reimbursed if the total cost of the hotel room, including all taxes, except Texas State Occupancy tax, is less than the amount the District would have paid otherwise. The District, however, will reimburse Out-of-State Occupancy taxes if paid via Internet booking site.



MEALS

General Information

1. There is no reimbursement for meals on non-overnight trips. Student travel is the ONLY exception.
2. **Itemized** receipts are required for ALL meals purchased during District Travel, when using the District Travel card.
 - a) An itemized receipt means that the receipt contains the vendor name and the date of purchase printed on the receipt, as well as a specific description and price for each item purchased.
3. A traveler will be required to bring back receipts for ALL meals whether monies were provided prior to the trip or if the employee is planning on being reimbursed after the trip if the traveler is utilizing Grant funds.
4. Employees utilizing a local (199) budget for travel will be issued a District Cash Card for the amount of per diem allowed. Due to ATM constraints, the traveler may get the per diem amount in \$20.00 increments – rounded down to the nearest \$20 – the remaining per diem, if any, will be reimbursed to the traveler via a future paycheck once the travel has been reconciled. The traveler will get cash from an ATM machine. The ATM receipt must be turned in with all other receipts from travel.
5. Any meals provided by the conference/class will be deducted from the per diem amount, before travel when possible.
6. All employees incurring expenses for business meals where business is discussed must record the attendees and their business relationship, in addition to the business purpose, subject discussed and benefit derived, time and place of the meal. This is an IRS requirement. Employees are expected to exercise discretion in respect to cost.
7. Meal allowances are determined as follows: 75% of the meal per diem rate on the travel days (leaving and returning days); 100% of the meal per diem rate for days at the travel destination.
8. Meals (banquets, luncheons, etc.) are frequently included in registration fees. All charges for meals are subject to approval by the appropriate budget owner, immediate supervisor and/or cabinet staff member, or the superintendent, depending on the trip destination.
9. Meals provided as part of the professional activity of the event, will be allowed at their actual cost; the meal per diem rate shall be reduced based on the following percentages: 20% for breakfast, 30% for lunch and 50% for dinner.
10. Reimbursement for meals within the Dallas-Fort Worth Metroplex or non-overnight business trips requires prior approval by a cabinet staff member and the Superintendent.
11. **Tips and gratuities are not reimbursable.**

In-State and Out-of-State Meals

1. **Board Members and Key Officials (superintendent, cabinet staff members):**
 - a) Per diem for meals for overnight trips shall be advanced/reimbursed in accordance with the Texas Comptroller of Public Accounts Per Diem Rate for Key Officials. The current rate is double the amount listed on GSA's Domestic Maximum Per Diem Rates. If an area is not listed, the limit is double the rate allowed by the State of Texas Comptroller/GSA Domestic Per Diem Rates.



2. District Employees and Students:

- a) Per diem for meals for overnight trips shall be advanced/reimbursed in accordance with the Texas Comptroller of Public Accounts Per Diem Rates for Employees. The current rate is the amount listed on GSA's Domestic Maximum Per Diem Rates. If an area is not listed, the limit is the rate allowed by the State of Texas Comptroller/GSA Domestic Maximum Per Diem Rates.

Grant Travel Meals

1. For travel utilizing Grant Funds (Fund Codes 200-429 and 701), the maximum allowable rate will be imposed on a daily basis. Key Official, Board Members and District Employees must follow the rules discussed above. A local 199 budget account will be required to cover any potential post trip unallowable expenses.
2. For travel utilizing Grant Funds (Fund Codes 430-499, 681, 773, Special Revenue-Local Source), FWISD local Fund 199 travel policy/regulations will apply to these trips as these funds do not fall under the federal and state grant travel requirements. Key Official, Board Members and District Employees must follow the rules discussed above.

OUT-OF-CONTINENTAL UNITED STATES MEALS

1. Contact the Travel Department if an Out-of-Continental United States trip is planned to discuss per diem and exchange rates.

Student Meals

1. The per diem for meals requires a signature from the students and sponsors on the trip certifying they have received funds and a signature of traveler certifying disbursement of funds. The signatures will be recorded on the Student Per Diem for Meals Form. (Appendix A)
2. Meal rates for non-overnight trips are advanced/reimbursed at 75% of the per diem meal rate.
3. Service charges charged by a restaurant for large groups will be reimbursed for student travel only. Tips/Gratuities are not allowable costs.



REGISTRATION

1. A PO shall be used for payment of registration. The PO/RQ number must be indicated on the Cost Estimator 910 next to *Registration*.
2. The PO shall be processed in a timely manner necessary to take advantage of early registration discounts.
3. Use budget (object) code # 6411 (employees), 6412 (students) or 6419 (non-District employees).
4. If the registration fee has to be paid in advance, the employee must indicate "prepay" on the PO.
5. The PO must include the name of the traveler(s), the dates, name of the conference or event, location, and a breakdown of the registration charges (i.e. registration, courses, membership fees, banquets, luncheons, etc.). The original registration/confirmation form must be attached to the PO.
6. Under no circumstances should both a PO and Cost Estimator 910 be used to pay for registration.
7. A copy of the registration form and documentation verifying the conference/convention, etc., must be attached to Cost Estimator 910 and sent to the Procurement Services department.
8. If the traveler pays for registration in advance versus allowing the District to pay via PO, they will be reimbursed upon their Cost Estimator 910 being reconciled – up to 60 business days after their return.
9. Tours, side trips, and the like shall not be reimbursed by the District even though the total amount may be included in the registration. However, a personal check for such expenses may be attached to the registration, and it shall be mailed at the same time the registration fee is paid.



OTHER EXPENSES

1. Airport parking shall be advanced/reimbursed. Itemized receipts must indicate, at minimum, amount, date and location. The traveler should exercise judgment by weighing cost against other factors when considering the duration, type and location of alternate types of parking.
2. Parking fees are reimbursed upon presentation of itemized receipts. Receipts must indicate, at a minimum, amount, date and location.
3. **Tips and gratuities are not reimbursable.**
4. Necessary taxi or shuttle trips shall be reimbursed for travel to or from home, airport, lodging, conference, etc. Itemized receipts shall indicate, at minimum, *TO* and *FROM* locations (i.e. hotel to airport), amount and date.
5. Traveler may request reimbursement for expenditures for gasoline (if renting a vehicle) or expenditures from the conference (i.e. instructional materials) if approved by the budget owner and accompanied by a dated and itemized receipt.
6. Telephone calls or internet usage are not reimbursable unless they are related to District business. Traveler must initial each call or internet usage to be reimbursed on the hotel bill.
7. When an employee chooses to take his or her spouse, family or other companion, the employee shall pay the expenses for that person(s).
8. Airline baggage fees will be reimbursed upon presentation of an itemized and dated receipt, if the traveler pays out of pocket.



ADVANCE

1. A travel advance of a reasonable amount of money shall be made from the estimates on Cost Estimator 910 when submitted to the Procurement Services Department.
2. The advance may be picked up from the Procurement Services Department five (5) days prior to the trip, presuming Cost Estimator 910 has been received and processed in Procurement Services.
3. The traveler must reimburse the District for any funds owed within 30 days of receipt of invoice from the Financial Services department. If the traveler has not either amended their 910 or paid the funds owed, the amount will be removed from the traveler's paycheck.



BEFORE THE TRIP

1. Complete the registration form and enter a RQ in the MUNIS system. Make sure all the necessary information is entered in the PO (refer to *Registration* above) and the registration form is attached to the RQ in MUNIS.
2. If rental car reservations are required, contact Procurement Services department to make the arrangements and to receive confirmation numbers, itineraries, etc. (Refer to *Contact Information* above.)
3. Create a RQ/PO for a rental car if necessary.
4. Go to www.fwisd.org/travel. Locate the Cost Estimator/Travel Form 910.
5. The Traveler Information section needs to be completed and signed. Obtain all the appropriate signatures.
6. Attach the following to Cost Estimator 910
 - a) Itinerary
 - b) Registration Form
 - c) Conference/Convention Agenda
 - d) Hotel Information
7. If the traveler decides to cancel the trip after obtaining the appropriate signatures on Cost Estimator 910, the traveler must contact the Procurement Services Department to cancel the Cost Estimator 910. The traveler must also contact the hotel and the rental car company to cancel the reservations and the travel agent to cancel the airline ticket. If the traveler does not cancel their hotel/rental car reservation, the traveler will be responsible for all costs.
8. If another traveler is going, that other traveler needs to have his/her own Cost Estimator 910 and obtain all the appropriate approval signatures for the trip. Cost Estimator 910 approved for one person *cannot* be revised (change of name) to be used for somebody else traveling.
9. Use one Cost Estimator 910 per person per trip. The exception is two or more consecutive trips when the traveler goes from the first trip to the second one without returning home. In this case, use only one Cost Estimator 910 for both trips.
10. More than one budget number can be entered on Cost Estimator 910. Type the selected budget number into the Budget box on the Cost Estimator Form.
11. A local 199 budget account **MUST** be included on the ATM Fee and Hotel Overage budget lines.
 - a) Any cost not originally included on the Cost Estimator 910 form must be approved by all who originally approved the travel form.
12. Include all the trip expenses to be paid through Cost Estimator 910 (i.e. auto mileage, taxi, shuttle, meals, parking, gas, other expenses, etc.)
13. If the traveler is purchasing their own airfare or registration, please make note on Cost Estimator 910. The traveler will not be reimbursed until after their Cost Estimator 910 has been reconciled after the trip – up to 60 business days after the traveler's return.
14. Type the dollar amount in the *TOTALS* column.
15. It is the traveler's responsibility to verify/confirm that all appropriate approvers have signed Cost Estimator 910 and it should be received in Procurement Services no later than five (5) days prior to the trip to allow for proper processing.



AFTER THE TRIP

Reconciliation - Required Documentation

1. Travelers are required to return to the Procurement Services Department to reconcile their trip within five (5) business days after completion of the trip
2. If any unauthorized expenses were incurred during the trip (extra travel days requested by supervisor, any expenses over the amount authorized on Cost Estimator 910.) the traveler must obtain the approval all signers of the Cost Estimator 910 via email authorizing the additional monies.
3. The traveler must bring the following documents to the Procurement Services Department for reconciliation:
 - Boarding Pass(es)
 - Registration Receipts – if not paid by PO
 - Car Rental Receipt – if not paid by PO
 - If they are billing the District, do NOT allow them to charge the Travel Card
 - Gas Receipts – if Travel Card used to pay for gas
 - Itemized Meal Receipts
 - The District does NOT reimburse Tips or Gratuities
 - The District does NOT reimburse Alcohol or Non-Edible items
 - Itemized Hotel Receipts
 - The District does NOT reimburse Texas State Hotel Occupancy Tax
 - Ensure the hotel bill has the room rate and any taxes paid (city, county, etc) for each night
 - Parking Receipts
 - Need to show date and cost – either printed or signed by the parking attendant
 - Taxi/Shuttle/Transportation Receipts
 - Must have to and from destination, cost and date
 - The District does NOT reimburse Tips
 - Uber/LYFT receipts must show TO and FROM locations and total charges, including tips
 - Tolls (if any)
 - Baggage fee receipts
 - Any other receipts
 - Travel Card Agreement Form
 - **Itemized receipts for ALL items charged on the Travel Card are required. Any charges that are not substantiated by an itemized receipt will be the responsibility of the traveler.**
 - *Note: An itemized receipt is required for all purchases made on the District Travel Card. An itemized receipt means that the receipt contains the vendor name and the date of purchase printed on the receipt, as well as a specific description and price for each item purchased.*
4. Balances due the traveler will be reimbursed on the employee's paycheck once all Travel Card charges have been received. The reconciliation process takes approximately thirty (30) business days for the Procurement Services department to complete. Then, the reconciled 910 form is sent to Financial Services/Accounts Payable for further processing



5. Balances due the District must be paid to the District. Only exact change, checks or credit cards are accepted by the Cashier. Balances must be paid in a timely manner. If not paid within thirty (30) days of receipt of invoice from Financial Services, the amount will be removed from the traveler's paycheck.
6. Unauthorized or disapproved costs and expenses incurred by an employee become the sole responsibility of that employee and shall not be paid or reimbursed by the District. The final approval or disapproval of the business office may be reviewed by the Superintendent or designee(s).



SPECIAL CIRCUMSTANCES

Single Day Trips

1. A single day trip outside the Dallas/Fort Worth Metroplex requires a Cost Estimator 910 if any costs are to be reimbursed.
2. Meals will not be reimbursed for any single day trips – except for student travel.
3. Contact the Procurement Services Department for more information

DFW Metroplex Travel

1. Reimbursement for meals within the Dallas-Fort Worth Metroplex or non-overnight business trips requires prior approval by a cabinet staff member and the Superintendent.
2. Reimbursement for lodging within the Dallas-Fort Worth Metroplex requires prior approval by a cabinet staff member and the Superintendent.



Appendixes

- A. Student Trip Meals
- B. Where to find travel information



Appendix A – Student Trip Meals

Student/Sponsor Travel

1. All charges for meals are subject to approval by the appropriate budget owner, immediate supervisor and/or cabinet staff member, or the superintendent depending on the trip destination.
2. Meal Allowances are determined as follows:
 - a. 75% of the meal per diem rate on the travel days.
 - b. 100% of the meal per diem rate for days at the travel destination.
3. Meals provided as part of the event will reduce the per diem at the their actual cost, if known. If unknown, the meal per diem rate will be reduced based on the following percentages:
 - a. Breakfast - 20%
 - b. Lunch - 30%
 - c. Dinner - 50%
4. Meal rates for non-overnight trips are advanced/reimbursed at 75% of the meal per diem rate.
5. Please make copies of the second sheet as necessary to allow each student/sponsor to sign.
- 6. The Traveler is responsible for collecting unused funds from each student/sponsor.**

Required Documentation

All students/sponsors on the trip must sign, certifying the disbursement of funds.

The traveler must sign, certifying the student(s)/sponsor(s) went on the trip and FWISD paid for meals - whether through disbursement of funds or payment to the vendor.

If a cash card is utilized, the ATM receipt(s) must be provided to Purchasing.



Student/Sponsor Travel Receipt

Dates of Travel _____ 910 # _____

Destination _____

Difference of Dollars Given vs. Dollars Spent will be due back to FWISD.

Date	Name (Print)	Name (Signature)	Dollars Given	Dollars Spent	Diff
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Totals					

Required Documentation

A signature from the students/sponsors on the trip is required to certify they have received funds/had meals provided for them. The student/sponsor signature denotes that no unspent cash was kept by the student/sponsor. This constitutes a receipt for District funds spent.

Traveler's Signature _____
(Person named on the Travel Request Form 910)

The Traveler's signature denotes that the above student(s)/sponsor(s) went on the trip, were given FWISD funds and any unspent funds were returned to the District. This document must be returned to Purchasing with 5 days of return with all other reconciliation documentation.

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Appendix B – Where to find Travel Information

FWISD Travel Website: <https://www.fwisd.org/domain/2003>

Registration Requisition Information

Airfare Reservation Information

Incoming 910 Forms

Current Mileage Rates

Cost Estimator/Cost Estimator 910

- Employee
- Student
- Athletics

Travel Manual

Link to Mileage Reimbursement Form

GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

In-State and Out-of-State meal and lodging rates

