
STUDENT TRAVEL GUIDELINES

San Felipe Del Rio CISD

Revised October 3, 2024

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Expense Accounts

All travel and related expenditures should be budgeted to the correct account.

Fund		Function	Object	Subobject	Organization	Fiscal Year	Program Intent	OTC
XXX	E	XX	64XX	XX	XXX	X	XX	XXX

<i>Description</i>	<i>Object Code</i>	<i>Subobject Code</i>
Meals	6412	56
Registration	6412	10
Bus	6494	52
Activity Bus	6494	51
Van	6494	54
Charter	6412	53
Lodging	6412	55

Meal Allowances

The total meal allowance may be used at the sponsors discretion (all can be spent on one meal or all can be spent on two meals, etc.). The full day meal allowance is \$27.60 for students and the GSA respective rate for sponsor and driver. Full day meal allowance is standard \$63.00 or specific cities or counties as listed in the [GSA FY 2025 Per Diem Rate](#) not to include incidentals. Exception to GSA meal per diem is if meals are funded with Student Activity (865) funds. Student Activity meal allowances can be expended at groups discretion. Per IRS regulations, employee sponsors that receive cash for meal expenses incurred during a non-overnight trip is considered income and it must be included in the employee's taxable wages. If employee sponsors receive cash for meals in advance, this will need to be communicated on the PO in order to prepare forms and have cash ready prior to the trip. Cash for meals should not be distributed to non-employees volunteers/chaperones.

All travel expenses paid with federal grant funds typically funds 2XX) shall meet the new EDGAR requirements (200.474) such as:

1. All travel costs must be reasonable and necessary.
2. All travel costs must be consistent with the district's travel policy.
3. All travel costs must be directly related to the grand award.
4. All travel costs must meet the obligation of expenses rules.

In addition, all federally-funded travel expenses must meet the TEA's Current Travel & Mileage Reimbursement Rates (as published in the most recent TEA Correspondence).

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Federal funded trips: Sponsor/Employee Standard meal per diem is \$36.00 for one day trips and \$63.00 Standard rate for overnight trips.

Gratuities charges required to be paid for student group meals by restaurant shall be allowed only up to 15% (excess amounts can be paid with agency funds (Fund 860-899) and \$0.00 are to be paid out of Federal Funds. Gratuities will be part of the meal allowance, and not to be added as an additional amount.

<i>Meal</i>	<i>Departure from Del Rio</i>	<i>Return to Del Rio</i>	<i>Standard</i>
Breakfast	BEFORE 8:00 AM	AFTER 8:00 AM	\$16.00
Lunch	BEFORE 12:00 PM	AFTER 12:00 PM	\$19.00
Dinner	BEFORE 6:00 PM	AFTER 6:00 PM	\$28.00
Total			\$63.00

Lodging

The standard rate for lodging is \$110.00 per night (verify rate before submitting PO/travel forms) or specific cities or counties as listed by [GSA FY 2025 Per Diem Rate](#). Administrative guidelines allow four (4) students per room, two (2) sponsors per room and one (1) school bus driver per room.

The District will only prepare a lodging checks at the GSA rate. If the rate is over the allotted amount the employee or student activity funds will be responsible to the vendor. Exceptions for student lodging include safety of students, proximity to event location, and availability for large group blocks.

Purchase Orders for lodging must contain departure and return date, confirmation number, itemized charges (hotel rate, city tax rate, etc.) and person(s) traveling. Hotel and travel websites such as Hotels.com, Expedia, Travelocity, etc. shall not be used to make hotel reservations (these vendors require payment to the website and the district only issues purchase orders to the hotel directly). A copy of the reservation confirmation is required for the Accounting Department to process a check. An original detailed receipt must be turned in with the Student Travel Authorization & Settlement Form

Internet charges, movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds. State sales tax will not be paid; however, city or other taxes will be paid by the district. Below are some rates we have been provided:

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Hotel Tax Rates as of 07/19/2024					
Abilene	9%	College Station	9.75%	Pasadena	11%
Addison	7%	Conroe	7%	Pearsall	7%
Alamo	7%	Corpus Christi	9%	Pharr	7%
Alice	6%	Dallas	11%	Plainview	7%
Allen	7%	Eagle Pass	7%	Plano	7%
Alpine	7%	Edinburg	7%	Pflugerville	7%
Alvin	7%	El Paso	11.5%	Port Aransas	7%
Amarillo	6%	Floresville	9%	Port Arthur	9%
Angleton	7%	Fort Stockton	9%	Presidio	7%
Aransas Pass	7%	Fort Worth	9%	Rio Grande City	7%
Arlington	11.3%	Fredericksburg	7%	Round Rock	9%
Austin	11%	Frisco	7%	San Angelo	7%
Bandera	9%	Galveston	9%	San Antonio	10.75%
Bastrop	7.75%	Grand Prairie	7%	San Marcos	9%
Baytown	11%	Grapevine	7%	Sanderson	8.5%
Beaumont	9%	Harlingen	9%	Selma	8.75%
Bedford	7%	Houston	11%	Sonora	7%
Bishop	9%	Irving	9%	South Padre Island	11%
Blanco	9%	Kerrville	7%	Sugar Land	7%
Boerne	7%	Kingsville	7%	The Woodlands	9%
Brady	7%	Laredo	8%	Tyler	9%
Brenham	7%	Lubbock	9%	Universal City	8.75%
Brownsville	9%	McAllen	9%	Uvalde	7%
Brownwood	7%	Midland	8%	Victoria	7%
Canyon Lake	4%	Mission	7%	Waco	7%
Carrizo Springs	7.75%	New Braunfels	7%	Weslaco	7%
Cedar Creek	7%	Odessa	9%		

Registration Fee

Registration fees are only processed and paid by purchase order. No payments are made to employees for reimbursement of registration fees. The requisition/purchase order for registration must include the date of the event and the number/names of attendees. Attach a completed copy of the registration/event itinerary to the Student Travel Authorization & Settlement Form. The brochure should include the start and end date of the event, location, and registration fee to support the travel expenditures. A copy of the registration form will be sent with the payment to the event sponsor. The event schedule will be used to determine the meal per diem. All meals paid to and provided by the event sponsor will be excluded from the meal per diem. If registration fees are paid with Federal funds, the fee must only be paid during the grant year in which the event occurs.

Transportation – Flights

Flight costs shall be allowable for travel events that require travel away from the traveler's home (typically, out of state). The departure and return dates of the flight shall be based on the start and end times of the travel event and the distance of the travel location. The actual cost of commercial air transportation (lowest coach fare) to accommodate the required travel dates of the travel event shall be allowable costs. Travelers should travel to their destination location by the most economical means, i.e. either flight or mileage. If the traveler opts to travel to an out-of-state destination, the costs/reimbursement for transportation shall be limited to the lesser of the mileage or estimated flight cost. Travelers shall submit their travel preferences to their respective supervisor for approval. A rental car at the event location shall be allowable if it is the most economical method to access the event location. Rental car costs shall not be allowable if the traveler can reach the travel destination via taxi or shuttle at a lower cost.

All flight costs associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler. For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend personal days at the travel destination, the additional cost, if any, to fly on Friday shall be paid by the traveler or student activity funds.

Transportation – Bus Drivers

Sponsors are required to request meal money and hotel accommodations for bus drivers in the same request submitted for students and sponsors. Bus drivers will pick up their cash meal money in the Accounting Department. Bus drivers will receive the employee meal allotment and receipts are not required (travelers do not have to submit receipts for their meal expenses, but may be required to validate the actual costs with receipts, as appropriate). Meals and lodging expenses will be charged from the same accounts used by the student organization. The Transportation Department will provide the Accounting Department with names of the bus drivers. Bus drivers pick up their cash meal money individually in Accounting, but processing will be through the Payroll Department and the amount will be added to their W-2 form. Meal allowances will follow the same guidelines as sponsors.

Occasionally charter bus companies will require the district to pay for their driver's hotel in the same manner as students. Please check rates/contracts for each company when making overnight arrangements.

Bus drivers will receive their regular hourly rate of pay for driving on out-of-town trips as they receive for driving the regular bus route. Overtime will be charged when bus drivers reach more than 40 hours in any week (including their daily driving routes) at the appropriate overtime rate for each bus driver. Time sheets must be kept and signed by the driver and the trip sponsor. When the bus driver arrives at their hotel/motel after the activity has ended and the bus has been locked for the night, the driver will be considered finished for the day.

Transportation – Charter Bus

Reservations for charter buses will be made through the Transportation Department by emailing a Charter Bus Request Form to the Transportation secretary. A quote will be provided to the sponsor so that reservations can be approved.

All Freshman and JV teams should utilize yellow buses or activity buses as the first option for all destinations provided our Transportation department can support with buses/drivers due to departure times. If Transportation cannot support the request, only then will the district cover 100% of charters.

Varsity teams – for trips to Eagle Pass and Uvalde, utilize yellow buses or activity buses as the first option provided our Transportation department can support with buses/drivers due to departure times. If Transportation cannot support the request, only then will the district cover 100% of charters. If yellow or activity buses are available and the coach/team prefers to use the charter, the District will pay the yellow/activity bus portion and the Booster club will pay the difference in cost for the charter.

Varsity teams – for trips to San Antonio, San Angelo, Laredo, etc., the District will pay 100% of charters.

For weekend trips, all teams should first utilize activity buses. Charter buses can then be used if activity buses are unavailable and the District will cover at 100%.

Travel Advances

All travel requests shall be submitted via the Student Travel Authorization & Settlement Form. **Completed** travel packets (signed forms, purchase orders and backup) are due to the

Accounting department **at least two (2) weeks prior** to the travel event. **Below are the steps and pathways for travel advances:**

- Initiate the Student Travel Authorization & Settlement Form with the information required to obtain both the campus principal/athletic director and Chief Officer's signatures. In order to fill out the purchase order numbers that are required, you will need to **temporarily** submit the purchase order(s) for every item that is listed under the estimated expense portion of the form so that a purchase order number is assigned. **The purchase order(s) will then be recalled so that none have been submitted that relate to this travel.**
- Once you complete the Student Travel Authorization & Settlement Form, submit it along with the student roster, itinerary, and student hotel-lodging worksheet to get the campus principal/athletic director and Chief Officer's signatures.
- The Chief Officer's secretary will email a signed copy of the Student Travel Authorization & Settlement Form, roster, itinerary and student hotel-lodging worksheet to the sponsor, campus secretary, AP Travel clerk, Transportation secretary, and the special revenue accountant.
- Once you have the required campus principal/athletic director and Chief Officer's signatures on the Student Travel Authorization & Settlement Form, you will electronically attach the documentation to all of the related purchase orders and then submit all purchase orders.
- The completed and approved Student Travel Authorization & Settlement Form should be in the hands of the AP Travel Clerk at least **three (3) weeks** before the travel.
- All purchase orders relating to the travel should be fully submitted and approved at least **two (2) weeks** before the travel takes place. Completed travel packets, including signed forms, purchase orders and all backup, should also be to the Accounting Department Travel Clerk **two (2) weeks** prior to the travel event.
- Transportation will start planning; it is the campus/sponsor responsibility to confirm arrangements.
- AP Travel clerk will compile all backup and purchase orders for a complete travel package. AP Travel clerk will complete payments/advances at appropriate time.

Return Travel

- Complete and submit the Student Travel Authorization & Settlement Form to the Accounting Department within five (5) business days of the trip.
- Attach all meal receipts.
- Attach signed Student Roster, Meal and Attendance Forms.
- Attach original detailed hotel receipt if a hotel stay was involved.
- Indicate all actual expenses.
- Attach registration receipt, if any.
- Attach parking receipts, if any.
- Excess funds need to be returned to the Accounting Department by 4:00 p.m. (if later time is needed, please call ahead so that bank bag pickup time can be scheduled).
- Submit any requests for reimbursements that were unanticipated. A check will be issued after review and approval of the Student Travel Authorization & Settlement Form.
- With federal money, if the actual costs are less than the advance per diem, the traveler must reimburse the unspent funds to the district within five (5) business days of the travel event.
- Supervisors will review and sign the Student Travel Authorization & Settlement Form. Once signed the employee should submit to the Accounting Department with all supporting receipts for verification and approval. The supervisor shall ensure that the employee has complied with the travel guidelines prior to approval of the Student Travel Authorization & Settlement Form.

Approval Paths for Authorization and Return

Athletics:	Coach, Athletic Director, Chief Financial Officer
CTE:	Employee/Secretary, CTE Director, Chief Academic Officer
All Other Campuses:	Employee/Secretary, Campus Principal, Chief Academic or Chief Innovative Officer

Return travel does not require the Chief Officer's signature, unless the traveler is a principal/director.

Out-of-state travel requires authorization from the superintendent.

Check Processing

Accounts payable checks will be released on Fridays. At times checks may be processed earlier due to holidays. Travel advances will be released to the sponsor the day prior to traveling. **Completed travel packets (signed forms, purchase orders and backup) are due to the Accounting Department at least two (2) weeks prior to the travel event.** The Accounting Department cutoff for weekly check run is 12:00 p.m. on Wednesday. Requests received after this time will be processed the following week. Check requests without all of the supporting documentation will not be processed.

Checks not cashed by the expiration date, three (3) months from the date of issue, will be voided. A new check will be reissued if the payee is located and requests a reissue. Otherwise the funds will be distributed in accordance with the State of Texas Unclaimed Property Guidelines.

Sales Tax Exemption Form

A sales tax exemption form will be provided for lodging and contracted meals (when the district issues a check for meals at time of purchase or by purchase order). The sales tax exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor. Copies of the exemption form may be obtained from the accounting office. Taxes, which should have been exempt, will be unauthorized for reimbursement of the exemption form is not presented to the vendor at the time of the purchase. Purchase of personal items for staff or students are not eligible for the sales tax exemption.

Hotel Occupancy Tax Exemption Form

The Texas Hotel Occupancy Tax Exemption Certificate form must be used to claim exemption from the Texas state hotel tax for school-related travel to conferences, workshops, etc. The hotel occupancy tax exemption is valid only when traveling on official school business. The exemption does not apply to local hotel taxes. Copies of the Texas Hotel Occupancy Tax Exemption Certificate will be issued by the Accounting Department, it will be given to the traveler with the hotel check. Texas state hotel taxes, which should have been exempt, will be unauthorized for reimbursement of the traveler fails to present the Texas Hotel Occupancy Tax Exemption Certificate to the hotel. The traveler will be held responsible for such charges, if any.

Contracts

The Superintendent is the only authorized signature of the district for all non-student activity funds. All contracts should be submitted to the office of the Chief Financial Officer to coordinate with Human Resources (background processes). Once the CFO and HR have completed their processes, they will submit the contract to the Superintendent for signature. Allow time for these items to be completed. The contract must be completed before the time of services.

Changes/Cancellations

Any changes or cancellations should be emailed to the AP Travel Clerk, transportation secretary (if a district vehicle is involved), and the principal or athletic director.

After Employee Termination or Resignation

Any district employee who resigns or is terminated will be ineligible to attend any conference, workshop, or convention paid out of any district funds when such attendance occurs after the separation date. Any district employee who resigns or is terminated and attends a conference, workshop, or convention paid out of any district funds, when such attendance occurs after the separation date, will be liable for the costs of the conference, workshop, or convention and will not be reimbursed by the district. The program director is responsible for ensuring compliance with this requirement.

Federal Guidelines – IRS

All travel expenses shall be paid under an Accountable plan:

1. Travel must have a business connection.
2. The traveler shall account for all expenses.
3. Excess advances, if any, shall be reimbursed to the district.
4. Meal expenses shall be in conjunction with overnight travel only.

The meal expenses for the day of departure and return shall be adjusted based on the time of departure and return as noted in the district travel guidelines. Travel advances will not be provided to a traveler more than 30 days prior to the travel event. If any travel expenses fail to meet the accountable plan guidelines, the payment to, or on behalf of, the traveler shall be taxed through the normal payroll cycle.

Federal Guidelines – EDGAR

All travel expenses paid with federal grand funds (typically funds 2XX) shall meet the new EDGAR requirements (200.474) such as:

1. All travel costs must be reasonable and necessary.
2. All travel costs must be consistent with the district's travel policy.
3. All travel costs must be directly related to the grand award.
4. All travel costs must meet the obligation of expenses rules.

In addition, all federally-funded travel expenses must meet the TEA's Current Travel & Mileage Reimbursement Rates (as published in the most recent TEA Correspondence). The link to the TEA Travel Reimbursement Rates for Grant Fund Expenditures is:

<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/travel-reimbursement-rates-3>.

State Guidelines – TEA

All mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts apply to all grants (federal and state, typically funds 2XX, 3XX and 4XX) funded by TEA for individuals on travel status. Refer to GSA rates for the current fiscal year at: <https://fm.x.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>. All travel expenses paid with federal and state grant funds shall meet the allowable travel expenses as specified in the Texttravel Guidelines, subject to limits imposed by the district travel guidelines.

Contacts

Job Title	Name	Phone Extension
AP Travel Clerk	Ebdawna “Ebby” Jimenez	4056
Accountant	Teresa Veylupek	4052
Comptroller	Gilbert E. Sanchez	4050
Chief Academic Officer Secretary	Margaret Galindo	4010
Chief Financial Officer Secretary	Terri Mendoza	4005
Chief Financial Officer	Amy Childress	4005
Transportation Secretary	Rubi Martinez	4224

Exhibits

Student Travel Authorization & Settlement Form:

<https://www.sfdr-cisd.org/media/25xnfwc3/student-travel-authorization-settlement-form-10-03-2024.pdf>

GSA Rates:

<https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>

Student Travel Guidelines:

<https://www.sfdr-cisd.org/media/tybnpysk/student-travel-guidelines-10-03-2024.pdf>

Yellow Bus Rates by City and Days:

<https://www.sfdr-cisd.org/media/il0o2ief/yellow-and-activity-bus-rates-07-2023.pdf>

Grant Fund Expenditures Travel Reimbursement Rates:

<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/travel-reimbursement-rates-3>

TEA State Guidelines published by The Texas Comptroller of Public Accounts:

<https://fm.xcpa.texas.gov/fmx/travel/texttravel/rates/current.php>