
EMPLOYEE TRAVEL GUIDELINES

San Felipe Del Rio CISD

Revised August 25, 2025

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Travel Guidelines Overview

School Board Policy DEE Local states: An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor. Reimbursement for authorized travel shall be in accordance with legal requirements. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. For any authorized expense incurred other than meals associated with an overnight stay, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

Note: Travel expenses incurred due to the fault of a traveler, are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler. Exceptions will be made for extenuating circumstances, such as inclement weather, cancelled flight, etc. All travel expenses shall comply with federal, state and local guidelines.

The District shall apply the same travel guidelines and rates for all travel expenses regardless of funding sources, except for the following:

- Excess travel allowances above the GSA schedule, as applicable only with local funds (Fund 1XX) and documentation required to be sent to accounting.

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>
Meals	6411
Registration	6411
Bus	6494
Van	6494
Lodging	6411

Meal Allowances

The total meal allowance may be used at the employee's discretion (all can be spent on one meal or all can be spent on two meals, etc.). The full day meal allowance is \$68.00 or specific

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cities or counties as listed in the [GSA FY 2025 Per Diem Rate](#) and includes \$5.00 for incidentals (parking fees, internet, baggage fees, etc.).

Advances will be made by check if it is an overnight stay. Advanced per Diem are based on estimated time of travel and GSA rates. Travelers do not have to submit receipts to the Accounting department for their meal expenses but may be required to validate the actual costs with receipts, as appropriate or for audit reasons.

<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
Incidentals	Each Day	Each Day	\$5.00
Total			\$68.00

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](#). The District will only prepare lodging checks at the GSA rate. If the rate is over the allotted amount the employee will be responsible to the vendor. Exceptions include lodging at conference sites or approved conference lodging sites at lowest conference rate possible using local funds (Fund 1XX).

Lodging costs shall be allowable for travel events that require an overnight stay away from the traveler's home (typically Del Rio). The maximum nights of lodging shall be based on the start and end times of the travel event and the distance of the travel location. Lodging costs that exceed the required minimum shall not be deemed necessary or allowable travel costs. (For example, if an event in San Angelo has a 10:00 a.m. or later start, lodging costs would not be reasonable, necessary, or allowable travel costs.)

If more than one employee is traveling between the start and end of the instructional school year, lodging must be assigned to two (2) employees per room (each will receive the maximum lodging rate on the GSA schedule) to minimize lodging costs. Each traveler shall submit a travel request and purchase order for their portion of lodging costs. A copy of the reservation confirmation is required for the Accounting Department to process the check. An original detailed receipt must be turned in with the Employee Travel Authorization & Settlement Form. State sales tax will not be paid; however, city or other taxes will be paid by the district. Below are some rates that have been provided:

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, unless extenuating circumstances arise.

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.

Transportation – Mileage

The current rate for private vehicle shall follow the established rate by Texas Comptroller and/or TEA. When four or few employees travel on the same itinerary between the start and end of the instructional school year, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary between the start and end of the instructional school year, only one out of every four may be reimbursed for mileage. The district shall allow for an equal distribution of the mileage allotment among the travelers if the opt to drive separately to the event between the start and end of the instructional school year. Travelers may pick up

mileage advances regardless if it is an overnight stay. The district has chosen the MapQuest mapping system to document mileage reimbursements. A MapQuest printout with the mileage from the point of origin (district address) to the point of destination shall be printed and attached to the Employee Travel Authorization & Settlement Form. Mileage allowance covers the use of a personal vehicle or a car rental. Refer to DEE (Regulation) for restricted vehicles as mode of transportation. Mileage costs related to personal destinations before, during or after the travel event shall not be allowable costs. In addition, mileage costs due to the traveler's error in reaching the destination, such as getting lost, shall not be allowable costs. Travelers should travel to their destination location by the most economical means, i.e. either flight or mileage.

Personal Trailer – a state employee is entitled to be reimbursed for mileage incurred to conduct state business per Texas Government Code Section 660.041. A state agency may specify a mileage reimbursement rate that is lower than the maximum allowable rate per mile under Texas Government Code Section 660.007(b). The district will reimburse at half of the automobile mileage reimbursement rate set by The Texas Comptroller of Public Accounts, <https://fm.x.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>.

Transportation – Taxi, Shuttle, Uber, Lyft, etc.

Taxi and shuttle costs shall be allowable for all in-state and out-of-state travel events, as applicable, if the traveler is on travel status. Taxi and shuttle tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds. Non-taxi services such as Uber or Lyft shall be allowable for reimbursement if the costs are reasonable and required during the travel event. Receipts for taxis, shuttles, Uber and Lyft shall be required to the extent that a receipt is presented to the traveler. If no receipt is provided, the traveler shall itemize the charges to include the date, destination, purpose and expenditure, sign and submit for reimbursement.

Non-Allowable Charges

- Alcoholic drinks or beverages.
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees.

- Expenses due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances).
- Internet charges.
- Non-substantiated or fraudulent travel reimbursement requests shall be on-allowable travel expenses. Travelers who submit fraudulent travel reimbursement requests shall be subject to disciplinary action, up to and including termination of employment.

Travel Advances

All travel requests shall be submitted via the Employee 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:**

- Campus/Department secretary will initiate the Employee Travel Authorization & Settlement Form with the information required to obtain both the supervisor and Chief Officer's signatures. In order to fill out the purchase order numbers that are required, the secretary 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 have the required supervisor and Chief Officer's signatures on the Employee Travel Authorization & Settlement Form, you will electronically attach it to each of the purchase orders that relate to that travel and submit them.
- The completed and approved Employee 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.
- The requesting Campus/Department secretary will email a signed copy of the completed Employee Travel Authorization & Settlement Form to the employee as well as the

transportation secretary (if needed). It is the campus/employee responsibility to confirm arrangements.

Return Travel

- Complete and submit the Employee Travel Authorization & Settlement Form to the Accounting Department within five (5) business days of the trip.
- Attach original detailed hotel receipt if a hotel stay was involved.
- Indicate all actual expenses.
- Attach registration receipt, 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 Employee Travel Authorization & Settlement Form.
- Traveler shall certify the “actual costs” incurred. The actual costs shall only include meal tips up to 15%. Travelers do not have to submit receipts for their meal expenses, but may be required to validate the actual costs with receipts, as appropriate. 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. No tips or gratuity are allowed when traveling using federal funds (see the [Federal & State Manual](#)).
- Supervisors will review and sign the Employee 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 Employee 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
Other:	Employee Secretary, Administrator, Chief Officer of corresponding area

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 employee 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 Texas-Travel Guidelines, subject to limits imposed by the district travel guidelines.

Contacts

Job Title	Name	Phone Extension
AP Travel Clerk	Chelsea Ramirez	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

Employee Travel Authorization & Settlement Form:

<https://www.sfdr-cisd.org/media/gy4dq5bk/employee-travel-authorization-settlement-form-10-03-2024.pdf>

GSA Rates:

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

Employee Travel Guidelines:

<https://www.sfdr-cisd.org/media/t3yh1ajp/employee-travel-guidelines-revised-01-06-2025.pdf>

TEA Guidelines:

https://tea.texas.gov/system/files/TTAA_Travel%20letter%202017_Attachment.pdf

DEE Regulation:

<https://www.sfdr-cisd.org/media/ldwn3lj3/dee-regulation-sfdr-9-26-17-docx.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.x.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>