

NORTH EAST ISD TRAVEL CHECKLIST

This information is also available at: [Travel Checklist](#) and [Procurement Travel Page](#)

Please review DEE (R) Compensation and Benefits: Expense Reimbursement

[DEE \(R\) Compensation and Benefits: Expense Reimbursement](#) DEE Expense Reimbursement

Employees of the District shall be reimbursed in whole or in part for appropriate reasonable business expenses incurred in the performance of their duties. Mileage, airfare, meals and lodging will be reimbursed in accordance with the Texas General Appropriations Act, Education Code, Government Code, and IRS regulations unless otherwise identified as an exception within this regulation.

Preparation:

- Obtain copy of training/conference agenda to verify registration fee, deadline and meals included (you will need to submit this agenda detailing daily events, when you return)
- For estimated hotel and meal costs, go to [GSA.GOV/Per Diem](#) find the destination to obtain the allowable rates
- For airfare go to [Procurement Airfare Page](#)
- Obtain travel/online authorization - Employee Portal→My Apps→Travel→ Travel Request (New/Update).
- **NOTE: Travel approval is required for Online Professional Development**

Before the Trip:

- **Approval**
 - Verify that your trip/online training has been approved – inquire on Travel Request – **NOTE:** if trip has not been approved, employee will be held responsible for costs incurred. **Travel approval is required for Online Professional Development**
- **Registration**
 - Registration Fee can be processed after the Professional Travel Request has been approved by your Bookkeeper/Administrative Assistant. Payment methods for registration are: P-Card or Request for Payment
- **Airfare**
 - **NOTE:** YOU WILL NOT GET REIMBURSED FOR PURCHASING AN AIRLINE TICKET ON YOUR OWN, ALL RESERVATIONS MUST BE MADE USING THE DISTRICT TRAVEL PROCEDURES. After the professional travel request is approved, the traveler will partner with their Bookkeeper/Administrative Assistant to book the airfare.
 - If a driver opts to drive a personal car rather than fly, when a flight is available, the mileage reimbursement will be limited to the lower cost (flight or mileage). A copy of the quote obtained on the airfare at the time of the trip must be submitted with reimbursement request.
 - Upgrades are the responsibility of the employee and will not be reimbursed. If a P-Card is used to pay for any upgrades, the charges will have to be reimbursed to the district.
 - Reservations and any upgrades should not be added to the traveler's frequent flyer account.
- **Hotel**
 - Verify before making hotel arrangements that the daily rate falls within the allowable rate by going to [GSA.GOV/Per Diem](#)
 - The traveler will partner with their Bookkeeper/Administrative Assistant to arrange hotel accommodations.
 - For Conference hotel rates, you must submit the conference material to verify hotel is indeed a conference hotel (**Federal or State grants only Federally approved rates are allowed**), any excess to the allowable rate may be paid from local funds

- It is the responsibility of the employee to present the [Texas Hotel Occupancy Tax Exemption Certificate](#) at the time of check-in.
- The employee will not be reimbursed for the **Texas** Hotel occupancy taxes.
- **Rental Cars**
 - NEISD is using the State of Texas Contract for car rentals
 - To get a quote or make a reservation go to [Procurement Vehicle Rentals Page](#)
 - You do not need to purchase additional insurance coverage. Information is available on the [Driving on School District Business FAQ's](#).
 - The Fuel Service Option (pay for fuel in advance) will not be reimbursed. Self-service with a detail receipt will be reimbursed for business use only.
 - Employees are required to refill rental vehicles PRIOR to returning the rental. You will be required to reimburse the District if there are refueling charges on the Enterprise billing. Any upgrade, GPS Units, Satellite Radios, Toll-Pass Devices, etc. will be paid by the employee. You will not be reimbursed for these expenses.

During the Trip:

- **Meals**
 - Only reimbursed for overnight travel
 - Obtain itemized meal receipts (detail of the items purchased) for reimbursement from Federal or State Grants, and to receive the maximum per diem rate. Credit card receipts with the total amount is not sufficient.
 - If meal receipts are not furnished and the reimbursement is not from Federal or State Grants, the maximum daily allowable rate is \$36.
 - Meal and incidental reimbursement for the day the employee departs and returns will be limited to a maximum of 75% of the full day's per diem amount.
 - Meals paid by the conference or workshop will **not** be reimbursed.
 - If the P-Card is used for travel related meals, the allowable rates per meal apply and the meal reimbursement cannot be claimed on a separate travel reimbursement request. If the meals exceed the allowable rate, the employee will be required to reimburse the District the excess amount.
 - If submitting meal receipts, itemized receipts are also required for room service meals. An amount shown on hotel statement is not sufficient.
 - Room service convenience fees are not reimbursable.
 - Tips, gratuities and incidental expenses are **not** reimbursable from state or federal grant funds. Tips and gratuities are reimbursable from local funds for a reasonable amount limited to 20% or less.
 - Employees who extend their trip longer than what is reasonably required for the purpose of the trip will not be reimbursed for meals incurred during this time.
- **Hotel**
 - Obtain the itemized hotel receipt (Texas state taxes will not be reimbursed)
 - If internet work related costs are incurred, include "For business use" on reimbursement request
 - **Note:** Hotel rate is limited to allowable rate found at [GSA.GOV/Per Diem](#) only exception for local funds is the conference hotel rate is allowed if the hotel is listed on the conference agenda
 - Movies will not be reimbursed
 - Employees who extend their trip longer than what is reasonably required for the purpose of the trip will not be reimbursed for hotels incurred during this time.
- **Mileage**
 - Mileage rate – the current mileage rate will be posted on the Local Mileage Web Page: Employee Portal→My Apps→Travel→Local Mileage
 - For out-of-town trips, mileage is reimbursed from point of departure to destination using MapQuest or Google Maps. Mileage will not be reimbursed for miles used to travel to restaurants, or other non-business destinations while out of town
 - Local travel, use the local mileage application

- If a personal vehicle is driven out-of-state, the traveler may only be reimbursed actual mileage or cost of airfare, whichever is less.
- Purchase of gas is only reimbursable when needed for a rental car used for the same trip.
- **Parking and Tolls**
 - Obtain receipts for all parking (can be included in the hotel cost)
 - Toll Fees are reimbursable, obtain receipts if possible.
- **Taxi, Shuttle or Transportation Service**
 - When on district business travel that requires airfare, taxi, airport shuttle or transportation service (Uber, Lyft, etc.) will be reimbursed.
 - Obtain receipts for transportation to hotel, convention, conference location or airport
 - Tips will not be reimbursed from federal or grant funds and should not exceed 20%.
 - Transportation will not be reimbursed for travel to restaurants, or other non-business destinations while out of town.
- **Car Rental**
 - NEISD is using the State of Texas Contract for car rentals.
 - Obtain receipt and return to the Bookkeeper/Administrative Assistant
- **Airfare**
 - Additional costs for luggage will be reimbursed – limiting it to 1 bag
 - Reimbursement is not allowed for extra space seating
 - Reimbursement is not allowed for early check-in

After the Trip:

- Employee will receive an email to confirm attendance or indicate did not attend
- Bookkeeper/Administrative Assistant will receive email after employee confirms attendance
- Bookkeeper/Administrative Assistant will submit Travel Recap
- Submit a Travel Reimbursement Request within 30 days from day of return, with the exception of year-end deadlines(which may be a shorter timeframe)
- Go to Employee Portal→My Apps→Travel Reimbursement→Create a New Travel Reimbursement Request -Follow the prompts
- Acknowledge proper documentation is attached and legible
- Receipts are itemized, if required, showing a date and time

Where can I go for Travel information?

- [DEE \(R\) Compensation and Benefits: Expense Reimbursement](#)
- **Travel Approval** - Employee Portal→My Apps→Travel→ Travel Request (New/Update)
- **Airfare** –[Procurement Airfare Page](#)
- **Hotel and Meal Per Diem** -[GSA.GOV/Per Diem](#)
- **Rental Cars** - [Procurement Vehicle Rentals Page](#)
- [Texas Hotel Occupancy Tax Exemption Certificate](#)
- **Local Mileage** - Employee Portal→My Apps→Travel→Local Mileage
- **Travel Expense Reimbursement** - Employee Portal→My Apps→Travel Expense Reimbursement
- **Travel Recap** – for Bookkeepers/Administrative Assistants only – Employee Portal→My Apps→Travel Recap-reallocate the expenses if needed
- **Contacts** –
 - P-Card Administrator – 210-407-0400
 - Information on Airfare and Vehicle Rentals – 210-407-0400
 - Information for Local Mileage, Travel Rates and Reimbursements – 210-407-0521