

Employee Advance/Reimbursement Requests (TRAVEL)

Before employees make travel arrangements or register for conferences, the Request for Professional Leave and Transportation Form must be completed and approved by the appropriate supervisor(s) in the District finance software.

An approved request for Professional Leave & Transportation form will be completed when employees attend out-of-district conferences/meetings that require overnight stay. An Out of District Mileage form may be completed for any conferences/meetings that do not require overnight stay. A request for Professional Leave & Transportation form should be submitted for approval at least two weeks prior to departure. Keep in mind that the expense amounts are estimates. Please reference Administrative Procedure V-C.

Mileage is based off of your home campus or residence, whichever is the best value for the district.

Transportation expense (mileage) when traveling inside/outside the state: If an employee elects to drive their own vehicle, they may only be reimbursed up to the cost of the airline ticket as determined by Purchasing Services. When traveling outside the state, employees may need to utilize a rental car. Please contact the Purchasing Department for procedures on securing a rental car prior to travel. The most economic model available that will fit the number of employees traveling should be selected. Any special circumstances should be submitted to the Purchasing department for approval prior to booking.

The employee will be reimbursed for meals only for the days the employee would have been traveling if the employee had flown. District employees will not be reimbursed for gas, parking or any other expense related to driving their vehicle if they opt not to fly. The District will not pay for flight upgrades unless medically necessary or unless the only seat available requires an upgrade. Documentation will need to be provided to Purchasing Services so that an exception can be made. If the only seats available require an upgrade to be made, documentation will need to be provided to prove availability of seats at time of purchase. Flight rerouting will be evaluated on a case by case basis by Purchasing Services. Standard baggage fees may be reimbursed. Flight insurance is purchased on a case by case basis. Any campus or department desiring to purchase flight insurance will email DL-Purchasing for approval prior to the purchase. If approved the campus/department will initiate the purchase and submit supporting document with the travel settlement.

KISD will not pay for additional car rental insurance. The contract fee we pay as a District already includes insurance.

Hotel, flight and car rental reservations must be made directly with the company. Third party agencies are not allowed to be used. If a third-party agency is used, employee will be responsible to pay for any additional taxes and fees. Employee may not use personal credit cards to purchase flight tickets, pay for hotels or rent vehicles.

Purchasing will approve reimbursement of mileage from hotel to conference regardless of distance, providing the distance appears reasonable. Any unusual distance may require an explanation as to why said hotel was chosen over the availability of other hotels near the conference.

The use of Taxi, Uber, Lyft and any other public conveyance

Employees may use any public conveyance at their disposal for transportation but must provide a receipt for reimbursement. A receipt can be a snapshot of a smart phone transaction. A district credit card may be used if no tax is associated with the service.

Air BNB

Employees may use accommodations provided by Air BNB providing the employee pays for the accommodations with their personal funds.

The District will only reimburse the employees cost of the room without the state hotel occupancy tax.

The employee is required to provide a receipt for reimbursement.

KISD will prepay for _____ when traveling out of state. If you would like to request prepayment of meals, please make the notation "OUT OF STATE TRAVEL - PREPAY" on your Employee Advance Reimbursement in the justification field. You will also need to contact the appropriate Accounts Payable clerk to alert them that prepayment is needed.

Local Area Travel Guidelines

TRAVEL ALWAYS REIMBURSABLE

Office or assigned campus to another assigned work location

Work location back to assigned campus or office

Work location to a second or other work locations and back to assigned campus or office

TRAVEL NEVER REIMBURSABLE

Home to office or assigned campus

Assigned campus or office to home

Home to office or assigned campus on weekends or holidays (this does not apply to Homebound Teachers, Homebound Teachers Aids, or Homebound Teachers Temps)

Mileage is based off of your home campus or residence, whichever is the best value for the District.

**Please note that on a holiday or non-standard work day, mileage from home to work location and work location to home may be allowable, depending on the reason for the travel. Please contact the Purchasing Director for clarification/guidance on this PRIOR to the travel happening if seeking reimbursement on a non-standard work day

KISD will pay mileage from your office to a temporary work location and back to your office. We do not pay from your home to that temporary work location unless leaving from your home would allow for less mileage than from your office. The District will only pay mileage if you are officially working.

Instructions and Professional Leave Forms can be downloaded from the Budget website:

<https://www.killeenisd.org/district-services->budget->forms->travel>

Request for Professional Leave & Transportation Notes:

- Effective January 1, 2019, employees must print & sign the Travel Reimbursement Form along with the Principal/Director and email to Accounts.Payable@killeenisd.org. **If paying with Federal Funds, email reimbursement form to DL – Budgetary Services. Mail the original Travel Reimbursement form along with all itemized receipts to Budget within 7 days of event date.**

Any reimbursement request submitted after 60 days from the last day of event date will automatically become taxable payroll income. The time stamp in Outlook will serve as proof that the request was sent within the 60 day time frame.

For In District and Out of District Travel, Employee Advance Reimbursement (EAR) entry date into TEAMS determines the start of the 60 day time frame.

Reference: IRS Publication 463 Accountable Plans

- A Google map must be submitted to show mileage to and from using the street address of the destination. (Remember to calculate for the round trip) If the location is not available on Google Maps, you may substitute an alternate reputable map service that shows the location. (MapQuest, Bing, etc.)
- Meals are based on the time and date of departure and time and date of return; meals are only allowed for overnight stays. Meals provided without an overnight stay are subject to being classified as IRS taxable income if not part of a substantial business meeting or while traveling with students.
- Meals covered in registration costs and/or meals associated with the event or vendor socials will not be considered for reimbursement, including continental breakfast. The supervisor is responsible for monitoring and approving the employee/advancement reimbursement payment request and for any declined meals due to special dietary needs.
- Meal rates vary by location and are updated annually by Purchasing Services. Mileage rates are also adjusted annually and are based on the IRS allowance for the appropriate year. Meal and mileage rates are published yearly by Purchasing Services and posted on their website.
- Miscellaneous expenses for cab fare, parking etc. are entered in the field provided; tips are included in the per diem rates.
- Non-allowable travel expenses include: extracurricular activities associated with the conference such as tours, sporting events, etc., alcoholic beverages, employee entertainment (movies, in-room amenities, gym, etc.), and payment for spouses or other non-district employees.
- Use the comment section in TEAMS for any explanation regarding trip expenditures or for clarification of information.
- Attach the request for Professional Leave & Transportation form to the TEAMS Employee Reimbursement request. If you choose to send the request using inter office mail, make sure that you notate the TEAMS Employee Reimbursement request number on the top right of the form.
- After an employee returns from a trip, a Travel Reimbursement request form must be submitted in order to receive reimbursement.
- If miscellaneous expenses were incurred, enter the amounts and submit the receipts with the Professional Leave Reimbursement form.

Employee Advance Reimbursement Requests/Direct Deposit

Killeen ISD offers direct deposit to pay employee reimbursements.

- The employee will need to inform the financial clerk, PRIOR TO INPUT, if he/ she would like to receive their employee reimbursement as a direct deposit. (Option cannot be changed once an individual EAR has been inputted into system.)
- The reimbursement will be deposited into employee's current payroll bank account.
- An employee will be able to view their reimbursements in the ESC under "My Employee Reimbursements".

Employee Reimbursements

Effective January 1, 2019 all employee reimbursement requests must be submitted within 60 days of the event date or in the case of travel, within 60 days of the last date of travel. Any reimbursement requests submitted after this time become taxable income and will be reported to the IRS as such (reference IRS Publication 463 Accountable Plans).

For Professional Leaves

- Starting January 1, 2019 all non-federal Professional Leave Reimbursement forms must be signed by all parties and e-mailed along with any necessary documentation to Accounts.Payable@killeenisd.org.
- Starting January 1, 2019, all federal Professional Leave Reimbursement forms must be signed by all parties and e-mailed to DL-Budgetary Services. All original forms and receipts must be received in the Budget Department through Inter-Office Mail within 7 days after the e-mail.

The 60 day submission timeframe is validated by using the Outlook date/time stamp.

For All Other Reimbursements

The 60 day submission timeframe is validated by the entry date/time in TEAMS.

Please Note:

**If the Professional Leave request grand total amount is zero dollars there is no requirement to enter it TEAMS. Just file the PLR on campus. **

In an effort to prevent future purchasing violations and allow flexibility to campuses/departments, the following changes have been made to the Employee Advance Reimbursement (EAR) process:

KILLEEN INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL

To help promote quality education in Killeen ISD schools, administrative leaders, teachers, and other District employees are encouraged to participate in professional conferences, developmental activities, District business travel, and other similar events (hereafter, conferences) which provide opportunities to acquire knowledge, learn from and network with other state and national educational leaders, and keep abreast of new educational developments. **Before** employees make travel arrangements or register for conferences, the Request for Professional Leave and Transportation Form must be completed and approved by the appropriate supervisor(s) in the District finance software.

Employee Travel

When District money will be used or when personnel will be out of the District for one-half (1/2) day or more, a Request for Professional Leave Form must be submitted prior to the date of travel. (See District Policy DEE (LOCAL): *Compensation and Benefits – Expense Reimbursement* for details concerning reimbursement, per-diem, etc.)

- All professional leave must be approved by the supervisor prior to the professional leave date. The form must be accompanied by an outline of the workshop schedule.
- Lodging rates for United States cities are based on the Federal Government's General Services Administration domestic per diem rates. The in-state per diem rates and mileage rates are published annually by the Purchasing Department and are effective January 1st each year. Out-of-state rates are listed at web site www.gsa.gov/perdiem.
 - o Note: Rates vary at some locations and are listed by seasonal dates. Select the rate that applies to the date of travel.
- If lodging is not available at the maximum lodging per diem rate for a travel location, campus or department travel approval authorities may authorize a per diem rate of up to 150% of the lodging per diem for that location or use of the hotel hosting the conference attended.
- KISD employees will not be required to share rooms. When two or more employees are traveling to the same conference, workshop, training, or some other official meeting, each employee will be authorized to have an individual room unless the employees voluntarily agree to share a room.
- Employees will not be required to stay in lodging that is in perceived unsafe areas at a travel location even if staying at a safer location will cause the maximum per diem rate to be exceeded. The campus or department travel approval authorities must approve this change.
- Mileage reimbursement is at the rate approved by the Internal Revenue Service (IRS) (check with Purchasing Services for current rates.) Private vehicles may be used or a District vehicle may be requested, however District owned vehicles will not be taken out of state. Vehicles rented through the District-approved car rental vendor may be taken out of state.
- The Transportation Services Department publishes the in-District mileage rate chart. Reimbursement will be made using the shortest distance between two locations as determined by this chart.

- The meal allowance for out-of-state travel is the current Federal Joint Travel Regulations (check with Purchasing Services for current rates.)
- Workshop participants are expected to attend the entire conference; leaving prior to its conclusion should be a matter of emergency and approved in advance by the supervisor whenever possible.

Conference Attendance

Participation in conferences shall be administered according to the following guidelines:

1) General Guidelines

- a. In order to minimize expense, District personnel shall strive to take advantage of conferences conducted within the state of Texas. When conferences are scheduled for multiple locations, District personnel should attend at the nearest geographical site when this minimizes expense and accommodates scheduling concerns. When multiple conference participants are traveling to the same location, the use of District vehicles for carpooling is recommended.
- b. District personnel shall strive to broaden the collective knowledge base of a school or division and avoid duplication of provided information through carefully selected attendance at conferences.
- c. Individuals who have key leadership responsibilities, who need to keep current on new information, or who are in positions to provide post-conference services to the District, shall receive priority consideration as travel and conference requests are reviewed.
- d. Individuals elected to national offices or who are invited by conference committees to participate as speakers or discussion group leaders shall receive priority consideration as travel and conference requests are reviewed.
- e. Conference participants are expected to share materials and ideas with co-workers through appropriate staff development opportunities.
- f. When a conference attracts several people from the District, the appropriate Deputy Superintendent and/or Assistant Superintendent(s) shall compare the costs, advantages, and disadvantages of conference attendance with the costs, advantages, and disadvantages of bringing the program/presenters to the District. The Deputy Superintendent and/or Assistant Superintendent(s) will then decide which option is more feasible and act accordingly.
- g. No funds (to include state and/or federal grant funds) shall be used for travel expenditures of non-district staff, such as spouses. The District shall not allow any "family-friendly" travel expenditures, such as dependent care travel costs, with federal grant funds.

- h. Out-of-state trips using Title I, Title II, or Title III funds must be submitted for approval with the Every Student Succeeds Act (ESSA) Consolidated Application. Trips using these funds must be approved in advance by the Texas Education Agency. Without that approval, these funds may not be used for out-of-state trips.

2) Participation and Selection

When any professional employee is released from duties, no matter whether or not a substitute is used, the approval of the immediate supervisor is required. In the case of local situations, such as local workshops or committee meetings, no Request for Professional Leave form needs to be completed and the immediate supervisor can give the necessary approval or disapproval. However, an Absence from Duty form needs to be completed and submitted to the appropriate supervisor when substitute teachers are used.

a. School Administrators

1. School Administrators may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. School Administrators are encouraged to attend conferences which will facilitate professional growth and achievement of the school's improvement plans and goals.
3. When requesting to attend a conference, a School Administrator shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisor for approval at least two weeks in advance of departure. Out-of-state travel also requires the approval from the respective Executive Director.
4. School Administrators may use up to four (4) professional leave days during the school year when students are present. The Executive Director(s) may grant additional days when participation in an event is critical or mandated by program expectations.

b. District Administrators

1. District Administrators may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. District Administrators shall attend conferences as determined by District needs and critical issues, while staying within budget limitations. Conference attendance shall be coordinated by the appropriate Deputy Superintendent and/or Assistant Superintendent(s), who will also ensure that any affected department retains adequate coverage at the District.
3. When requesting to attend a conference, a District Administrator shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisory administrator for approval at least two weeks in advance of departure.

c. Classroom Teachers

1. Classroom Teachers may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. Classroom teachers' attendance at conferences when their students are present in the school is not encouraged and should be closely monitored and limited. In order to determine better ways to deliver both mandatory and voluntary professional development without sacrificing valuable instructional time, teachers shall be limited to a total of four (4) professional development days during the instructional calendar year.
3. Teacher conference travel shall be approved and allocated based on the teacher's school responsibilities in relationship to the school's needs, goals, and improvement plans.
4. The teachers' campus principal may grant additional days when participation in an event is critical or mandated by program expectations, or by law.
5. University Interscholastic League (UIL) competitions will not be counted as professional development leave.
6. When requesting to attend a conference, a classroom teacher shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisor(s), for approval at least two weeks in advance of departure. Out-of-state travel also requires the approval from the respective Executive Director.

d. Auxiliary/Non-Exempt Personnel

1. Auxiliary/Non-exempt personnel may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. Auxiliary/Non-exempt personnel's attendance at conferences when their students are present in the school is not encouraged and should be closely monitored and limited. In order to determine better ways to deliver both mandatory and voluntary professional development without sacrificing valuable instructional time, Auxiliary/Non-exempt personnel shall be limited to a total of four (4) professional development days during the instructional calendar year.
3. Auxiliary/Non-exempt personnel's conference travel shall be approved and allocated based on the employee's school responsibilities in relationship to the school's needs, goals, and improvement plans.
4. Auxiliary/Non-exempt personnel's campus principal may grant additional days when participation in an event is critical or mandated by program expectations, or by law.

5. When requesting to attend a conference, Auxiliary/Non-exempt personnel shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisor(s), for approval at least two weeks in advance of departure. Out-of-state travel also requires the approval from the respective Executive Director.
6. Auxiliary/Non-exempt personnel will be compensated for all time worked during the conference to include travel time. Compensated time will include all time worked performing job related duties, attending sessions, working breaks, and working meal times. Compensated time will not include non-working meal times, hotel stay, and non-working breaks.

3) Exceptions

Exceptions to the above guidelines must be approved in advance by the appropriate Deputy Superintendent and/or Assistant Superintendent(s) in order to receive funding and professional leave.

- a. District personnel must follow the procedure below in order to request an exception.
 1. The individual writes a request letter, addressed to the appropriate Deputy Superintendent and/or Assistant Superintendent(s) and immediate supervisor, which includes:
 - A. a list of previous conference attendance for the current year.
 - B. a description of the critical components of the requested conference (narrative form or detailed conference brochure.)
 - C. an explanation of the reasons which make it necessary for the individual to attend this conference with connections to the current District or Campus Improvement Plan goals and objectives.
 - D. a Professional Leave Request Form with estimated costs.
 - E. the individual's signature, with the date.
 2. The individual submits the written request and all other required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the immediate supervisor for approval signature, with the date.
 3. The supervisor submits the individual's written request and all other required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate Deputy Superintendent and/or Assistant Superintendent(s) for consideration.
 4. The Deputy Superintendent and/or Assistant Superintendent(s)
 - A. Makes a decision regarding the request, based upon the criteria in Section (3)-b below.

- B. Notifies the individual by returning a signed copy of the APPROVED or DISAPPROVED Professional Leave Request Form to the individual.
- b. The Deputy Superintendent and/or Assistant Superintendent(s) will consider the following criteria upon receipt of a request for an exception.
 1. Conference attendance is at the request of the District Board of Education or the Superintendent's office.
 2. Conference attendance is required due to a particular program or grant.
 3. Conference attendance meets other critical District needs.

4) Travel Arrangements and Expenses

a. Documentation

1. See District Policy DEE (Local): *Compensation and Benefits – Expense Reimbursement*.
2. Administrative Procedure V-C, *Travel - Reimbursement Procedures and Forms*.
3. Additional details are found in the Administrative Procedure III-V, *Purchasing Guidelines*.

b. Registration

1. Pre-registration for conferences shall always be done if there is a savings to the District. The Professional Leave Request form should be sent to the appropriate Executive Director and Assistant Superintendent prior to the conference in order to take advantage of the early registration rate.
2. Special breakfast, luncheon, dinner, or banquet costs shall be included in the registration fee.
3. Registration for and attendance at special sessions or pre-conference workshops shall be included in the registration payment if approved by the appropriate supervisor, Deputy Superintendent and/or Assistant Superintendent(s).

c. Travel

No more than one (1) day each way will be allowed for travel to and from a conference. When personnel choose to take more than one (1) day allotted to travel to or from a conference, vacation or non-contract time must be used. This time limit can be excepted by the appropriate Deputy Superintendent and/or Assistant Superintendent(s) when extenuating circumstances exist or when it is cost.

**KILLEEN INDEPENDENT SCHOOL DISTRICT
TRAVEL – REIMBURSEMENT PROCEDURES AND FORMS**

A Request for Professional Leave and Transportation Form needs to be completed at least two weeks prior to employee travel. In addition to completing the form you will also need a copy of the workshop or conference schedule showing the dates and location (city and state) of the event. The employee must attend the entire workshop or conference, including weekends, evenings and holidays as approved by the supervisor. All travel forms are available on the Budgetary Services Department website. When completing the form, keep in mind that the expense amounts are estimates based on approximate departure, arrival times and dates. Meal rates vary by location and are updated annually by Purchasing Services. Mileage rates are also adjusted annually and are based on the IRS allowance for the appropriate year. Meal and mileage rates are published yearly by Purchasing Services and posted on their website. Please use the appropriate meal rate for your destination. Once the Request for Professional Leave Form is completed and approved by the appropriate supervisor, it is then submitted with attachments to the organizations Financial Secretary for processing. Advance payment for out of state travel, paid with local funds, will be processed if requested.

After the employee has completed their travel, a Travel Reimbursement Form (TRF) must be completed no later than two weeks after the return date. The Travel Reimbursement Form is completed using the actual travel departure, arrival dates and times. Meal reimbursements are also calculated based on the actual dates and times, not the estimates that were entered on the Request for Professional Leave Form. The appropriate meal reimbursement rates, mileage and instructions to complete the TRF are available on the Purchasing Departments website. Any miscellaneous expenses should be included with the TRF along with the supporting receipts. Once the TRF has been completed by the traveler, it is submitted to the appropriate supervisor for approval and then turned in to the organization's Financial Secretary who will process and then forward the TRF to Accounts Payable for payment. If paying with Federal Funds, send the original Travel Reimbursement Form with all itemized receipts to the Budgetary Services Department.

Exceptions to this procedure must be sent by the approving principal or supervisor to the Director for Purchasing Services for approval.

DATE: May 2018
December 2015

CONTACT PERSON: Director for Purchasing Services

Contracts

Contracts are required for services such as consulting, professional development, presenters, etc. Before the contract process can be started, a procurement form will need to be completed and approved. For more detail on the Procurement Form and Contract process, follow the link below for guidelines for consultant/services contracts.

www.killeenisd.org --> **Departments** --> **Purchasing** --> **Contracts** --> **Guidelines for Consultant/Services**

Contact Cheryl Carrasquillo for any questions pertaining to contracts.