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. Airline Early Check In fees are permissible. 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.

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 meals only 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/departments—>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.
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: