

**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