

Robstown Independent School District

Out of District Travel Form

Instructions

The Robstown Independent School District Out of District Travel Form must be submitted to the Curriculum Department two (2) weeks prior to the trip occurring using 'blue' paper. Failure to comply will result in disapproval of the travel request unless extenuating circumstances are stated.

Out of District Travel Approval Process- All travel requests should be first approved by the employee's immediate supervisor; additional approvals may be required based on funding such as Special Education, Cafeteria, Federal Programs, etc. prior to forwarding to the Curriculum Department for final approval. Documentation supporting the travel request shall be submitted and attached with the Out of District Travel Form. This shall include and not be limited to the conference details and agenda outline, failure to do so will result in the trip not being approved.

Reimbursement Request- Reimbursement requests must be submitted to the Business Office within two (2) weeks. Reimbursement shall be requested on the same form by selecting the Reimbursement box upon return from Out of District travel. Reimbursement will not be issued if received in the Business Office after the two week time frame.

Advancement Request- Only Mileage shall be advanced when requested using the Out of District Travel form by selecting the Advancement box two (2) weeks prior to the trip occurring.

Accounting of Trip- Registration fees or hotel receipts (i.e., when a check has been issued directly to the vendor) shall be submitted to the Business Office within two (2) weeks upon the return from Out of District travel by using the Out of District Travel form by selecting the Accounting of Trip box.

Meals- No Advancement for Meals. Meals will be reimbursed for partial day travel as noted below:

Dinner - \$14.00 – Leaving before or returning after 5:00 p.m.

Lunch - \$ 10.00 – Leaving before 11:30 a.m. or returning after 12:30 p.m.

Breakfast - \$6.00 – Leaving before or returning after 8:00 a.m.

Regarding documentation required, it is the employee's responsibility to **remit actual receipts** in accordance with administrative procedures. If meals are included as part of Conference Registration fees, no reimbursement for that particular meal will be approved unless extenuating circumstances dictate otherwise. No reimbursements over the \$30 per day limit will be issued. No reimbursements for tips/gratuity. **ONLY ITEMIZED MEAL RECEIPTS WILL BE ACCEPTED AND REIMBURSED. NON-ITEMIZED RECEIPTS (INCLUDING CREDIT OR DEBIT CARDS) WILL NOT BE ACCEPTED OR REIMBURSED.**

Hotel- Hotel costs shall be made with a Robstown ISD advance check unless extenuating circumstances dictate a different method of payment. Conference guidelines regarding official state rate will be followed based on the Federal Domestic Maximum Lodging Rates established for the host city or county. Please refer to the below website and insert a copy of the rate noted along with Out of District Travel Form: <http://www.gsa.gov/portal/category/21287>

Out of State travel is not to exceed the rate established by federal travel regulations for the locality, see the above website. This information should also be attached to the Out of District Travel Form. Hotel receipts must be submitted via the Out of District Travel Form through the Accounting of Trip component to the Business Office within two (2) weeks upon return. **FAILURE TO SUBMIT APPROPRIATE DOCUMENTATION WITHIN THIS TIMEFRAME MAY RESULT IN ADVANCE BEING PAYROLL DEDUCTED FROM YOUR PAYROLL CHECK. ONLY ITEMIZED HOTEL RECEIPTS WILL BE ACCEPTED.**

Transportation Methods:

Automobile Travel- Employees have the option of traveling in their individual vehicles. Robstown ISD employees will be advanced \$.485 per mile. It is the employee's responsibility to submit an advancement request for mileage on the Out of District Travel form by selecting the Advancement Box. Mileage is based upon the electronic mapping source; www.Mapquest.com of which the route should be from the employee's home campus to conference destination site. The details of this route should be attached to the Out of District Travel form in order to be eligible to receive the advancement for mileage. Employees also have the option to be reimbursed for mileage after the trip has occurred by the Out of District Travel Form, by selecting the Reimbursement Box.

Vehicle Rentals- With the approval of an employee's immediate supervisor and the approval of the Superintendent or Superintendent's designee, an employee may request a vehicle rental. Vehicle rentals are only for the official conference days.

School District Vehicles- With the approval of an employee's immediate supervisor and the approval of the Superintendent or Superintendent's designee, an employee may request to utilize a school district vehicle if they are on the approved driver's list (maintained by the business office, ext. 2030).

Air Travel- Coach fare only. Receipts and/or flight stubs are to be attached to the Out of District Travel Form by selecting the Accounting of Trip Box within two (2) weeks upon return from travel. **FAILURE TO SUBMIT APPROPRIATE DOCUMENTATION WITHIN THIS TIMEFRAME MAY RESULT IN ADVANCE BEING PAYROLL DEDUCTED FROM YOUR PAYROLL CHECK.**

Taxi, Bus, Shuttle, Parking- These fees will be reimbursed to the employee with proper itemized receipts. Reimbursement request should be submitted within two (2) weeks upon return from travel using the Out of District Travel Form by selecting the Reimbursement Box.

Non-Approved Travel Expenditures- Non-Approved Travel Expenditures will not be reimbursed by RISD.

Steps to Complete a Travel Request:

1. Determine the conference or workshop
2. Complete Out of District Travel Form
3. Determine expenditures: Conference registration, Lodging, Travel, Meals
4. Copy/Print Conference Agenda/Program that detail beginning and ending dates and times of conference and conference sessions.
5. Obtain approval from immediate supervisor. Additional approvals may be required depending on funding (Special Education, Federal Programs, etc).
6. Submit to Curriculum Office two weeks in advance of travel.
7. Submit to Business Office.