

## TRAVEL GENERAL PROCEDURES

Document ID: 6.1.0.1

Document Owner: *Business Office / Transportation*

Date Revised: 1/18/2019

Approval: *CFO*

Date Created: 8/1/2010

### Overview

Travel is required for many reasons. Travel is a privilege and should not be abused by **not** following these procedures. Travel requests must be submitted greater than 1 week in advance.

### State Taxes

The District does not pay sales tax on purchases, except for meals. It is the employee's responsibility to obtain a Sales Tax Exemption Form (see Section 4.3.1.1 Sales Tax Exemption Form) from the *business office* prior to travel. Any taxes incurred and charged are the responsibility of the employee. For overnight travel, employees must obtain a Hotel Occupancy Tax Exemption Form (see Section 6.1.1.1 Hotel Occupancy Tax Exemption Form) from the *business office* that must be submitted to the hotel at check-in.

### Travel Arrangements

Employees are responsible for making their own travel arrangements using the most **economical** travel available. The District maintains a fleet of vehicles that are to be used for out of town travel. Reservations must be made in advance and online through Skyward. Transportation uses Skyward to reserve and schedule vehicles. If exact costs of travel and registration are unknown, a reasonable estimate should be used. Upon entry they are routed for approval to the appropriate administrators. If the *transportation supervisor* determines that a vehicle is not available then the employee may use their own vehicle. Mileage reimbursement will be allowed only if authorized by the *transportation supervisor*. Mileage rates will follow comptroller authorized mileage rates as published on the comptroller's website (<https://fmf.cpa.texas.gov/fmf/travel/texttravel/rates/current.php>). Vehicles must be reserved ten (10) days in advance to ensure availability. If reservations are attempted within the ten days and a vehicle is not available then no reimbursement for mileage will be made. It is imperative that vehicles are reserved in advance. Many times it is difficult to obtain a driver and/or a bus when multiple events are taking place on the same day. The District does not desire to inhibit student activities and will make every attempt to make sure vehicles are available. **Plan in advance. Only one school vehicle will be allowed for each school sanctioned event.** If an employee takes their own vehicle out of convenience, then mileage will not be reimbursed.

### Meals

Meals will be reimbursed at the following rates: Breakfast \$10, Lunch \$12, Dinner \$14. The amounts can be used in the aggregate. Requisitions are required for all employee reimbursements prior to travel. This can be submitted via Skyward using the requisition system. Detailed receipts are required to be submitted to *accounts payable* along with the purchase order. Employees will only be reimbursed actual amounts of detailed receipts. Only **detailed** credit card receipts are used to reimburse tips. District credit cards are not authorized for use of employee meals. Meals will only be reimbursed for overnight travel.

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### Advances

Advances are not issued.

### Purchasing at Seminars and Conferences

Purchasing at events must follow District guidelines and procedures for purchasing. It is acceptable to issue a requisition prior to travel for incidental purchases at these events. Purchasing during conferences and seminars are allowed on District credit cards if prior purchase orders have been approved.

### Credit Cards

The District has a limited number of credit cards that can be used for travel. Credit cards can be checked out at the *business office* the day of departure; however, an approved requisition is required to check out the cards (see Section 4.2.0.1 Credit Cards). The credit cards are for lodging, other pre-arranged expenses, and fuel only. Credit cards are issued on a first come, first serve basis. Employees must pre-plan and reserve cards in advance to guarantee use. If a credit card is not available other arrangements must be made by the employee.

### Important Note for the Use of District Credit Cards:

No charges will be allowed at an establishment that serves alcohol, these charges will be declined and the employee will be responsible for the payment of said charges. A reimbursement request will not be honored by the District for alcohol charges. The purchase of alcohol is prohibited.

### Trip Return

Several steps must be followed upon returning to the District.

- ☐ After parking the vehicle back at the fleet lot, write your ending mileage on the Driver Ticket
- ☐ Sign and date the Driver Ticket then turn the completed Driver Ticket into *transportation* at the time the vehicle is returned
- ☐ Receipts need to be itemized – detailed with each item and costs separated
- ☐ Bring your receipts to the *accounts payable clerk*. If you return after business hours, all items must be signed and turned in on the next business day

## HOTEL TAX EXEMPTION

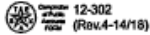
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### Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity <b>West ISD</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>PO Box 655</b>	
City, State, ZIP code <b>West, Texas 76691</b>	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature <b>sign here</b>	Date

#### Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- ☐ **United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- ☐ **Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- ☐ **Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☒ **Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

*Hotels should keep all records, including completed exemption certificates, for four years.*

**Do NOT send this form to the Comptroller of Public Accounts.**

## TRANSPORTATION REQUEST

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Document Owner: *Business Office / Transportation*

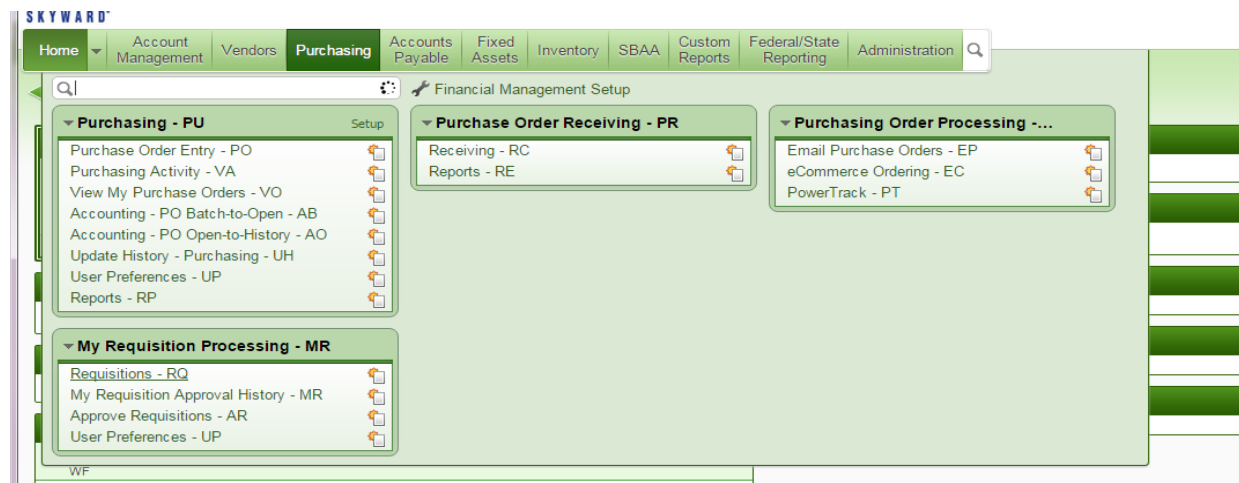
Approval: *CFO*

Date Revised: 1/18/2019

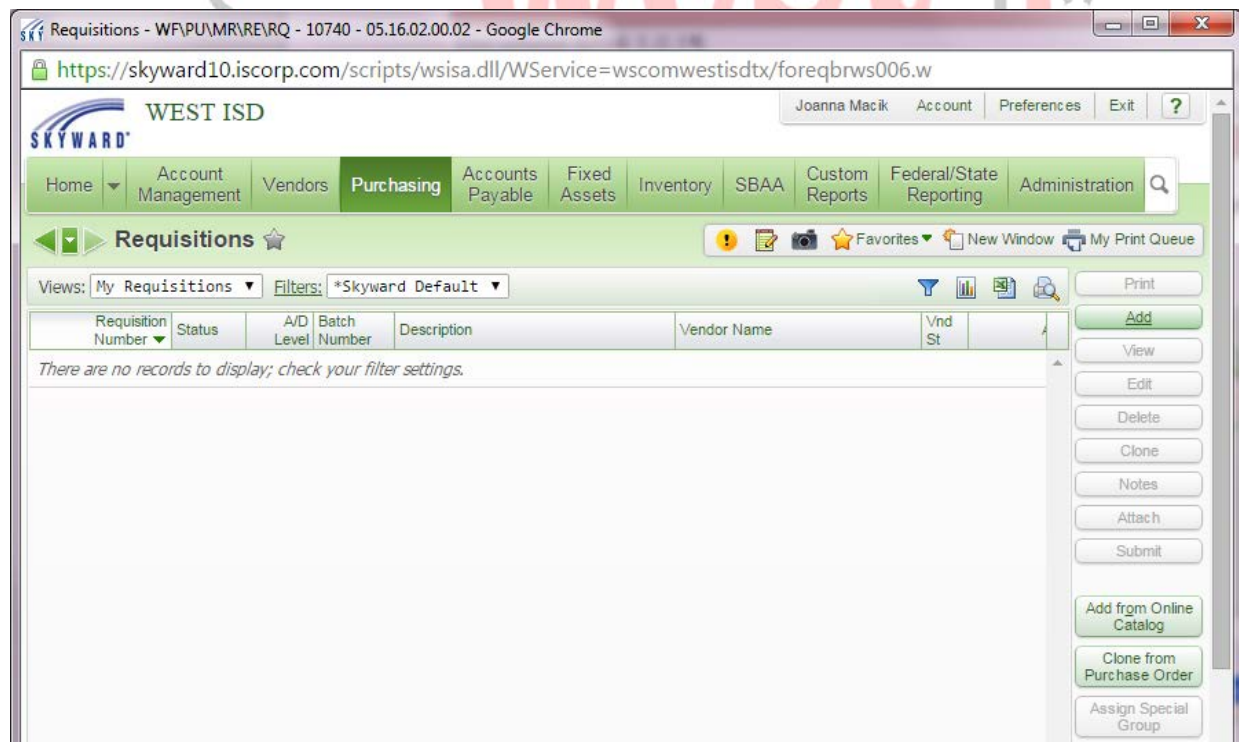
Date Created: 8/1/2010

Below is a step by step process to entering a transportation requisition. To create a transportation requisition log into Skyward, redirect to *Financial Management*.

☐ Under *Purchasing* and *My Requisition Processing* choose *Requisitions*



☐ Click *Add* on the right side of the screen





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- ☐ Choose the appropriate *Requisition Group* (Skyward will default if you are only assigned one group)
- ☐ Fill in a description for the transportation requisition (*who, what, where, why, etc.*)
- ☐ The vendor will always be West ISD Transportation and attention should reflect the staff member requesting transportation
- ☐ Due date will be the day you will pick up the vehicle (ship date can remain the same as due date)
- ☐ Click on *Save and Add Detail* (button to the right of your screen)

The screenshot shows the 'Requisition Master Information' form in a web browser. The form is divided into two main sections: 'Requisition Setup Information' and 'Requisition Information'. In the 'Setup' section, the 'Requisition Group' is set to '070 - Business Office' and the 'Fiscal Year' is '2018 - 2019 September 1, 2018 - August 31, 2019'. The 'Account allocation' is set to 'YMA'. In the 'Information' section, the 'Batch Number' is '03' and the 'Description' is '(event needing transportation)'. The 'Vendor' is 'West ISD Transportation' and the 'Ship To' is 'West ISD Business Office'. The 'Attention' is '(staff member needing transportation)'. The 'Due Date' and 'Ship Date' are both '11/27/2018' (Tuesday). The 'Ship Via' is empty and the 'Contract' is also empty. The 'Method' is set to 'Focus'. On the right side of the form, there are three buttons: 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'. A note at the bottom states 'Asterisk (\*) denotes a required field'.

- ☐ Click on Catalog drop down menu and choose vehicle type needed (cost per mile will automatically fill for each vehicle)

The screenshot shows the 'Requisition Detail Lines' form. At the top, it displays the 'Fiscal Year: 2018 - 2019', 'Vendor: West ISD Transportation 406-B W SHOOK WEST TX 76691', and 'Ship To: West ISD Business Office'. The 'Description' is '(event needing transportation)'. The 'Requisition Detail Lines' section shows a single line with 'Line Number: 100', 'Line Type: Merchandise', and 'Catalog: Focus'. The 'Quantity' is '1' and the 'Unit of Measure' is 'Expedition'. The 'Unit Cost' is '0.00' and the 'Total Amount' is '0.00'. On the right side, there are two buttons: 'Save' and 'Back'.

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- ☐ Enter miles to be traveled (estimate the mileage as close as possible as this amount will be encumbered in your account). Upon return all unused charges are released from encumbrance.
- ☐ The unit of measure will be mile (the total dollar amount will be calculated automatically)
- ☐ Description must include the following:
  - Number of students
  - Number of adults
  - Reason for trip
  - Date and time of pick up / drop off
  - Bus driver needed or provided
  - Any other information essential to the trip request
- ☐ Click *Save* on the right side of the screen

Requisition Number: 0000021793      Accounting: Account allocation by total requisition amount.  
Group: (070) Business Office      Amount: 0.00  
Fiscal Year: 2018 - 2019      Ship To: West ISD Business Office  
Vendor: West ISD Transportation      Description: (event needing transportation)  
406-B W SHOOK  
WEST TX 76691

**Requisition Detail Lines**

\* Line Number: 100      *Save*  
Line Type: ☒ Merchandise      *Back*  
☐ Narrative  
Catalog: Expedition  
\* Quantity: 20  
Unit of Measure: MILE  
\* Unit Cost: 0.50000  
Total Amount: 10.00  
\* Description: Please list the number of students, number of adults, reason for trip, data and time of pick up / drop off, whether or not a bus driver is needed, & any other pertinent information.

- ☐ Click on *Add* again to insert another line item
- ☐ Click on the *Narrative* button as the line type
- ☐ Click on *Narrative* drop down menu and choose *Travel*
- ☐ Do not edit the *Description* as this information will be completed after the requisition is approved and click on *Save*

**Requisition Detail Lines**

\* Line Number: 110      *Save*  
Line Type: ☒ Merchandise      *Back*  
☐ Narrative  
Narrative: Travel  
Quantity: Travel  
Unit of Measure:   
Unit Cost: 0.00000  
Total Amount: 0.00  
Description: Start Time:   
Business Mileage:

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☐ Choose *Add Requisition Accounts* to select the account to be used

Fiscal Year: **2018 - 2019** Ship To: **West ISD Business Office** Attachments

Vendor: **West ISD Transportation**  
**406-B W SHOOK**  
**WEST TX 76691**

Description: **(event needing transportation)**

**Requisition Detail Line Items**

Views: **General** Filters: **\*Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100	Expedition	Please list the number of students, number of adults, reason for trip, date and time of pick up / drop off, whether or not a bus driver is needed, & any other pertinent information.	20	MILE	0.50000	10.00		0
110	Travel	Start Time: _____	0		0.00000	0.00		

Buttons: Add, Edit, Delete, Mass Add Detail, Add Requisition Accounts

☐ Choose which account will be used for this transportation, note at the bottom that you can split this amount between more than one travel account

☐ Once the account is selected, click on *Save Account Distribution* to the right of the screen

**Available Accounts (Accounts are displayed based on Account Clearance access)**

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	11	6401	20	001	0	21	202	\$100.00	<input type="checkbox"/>
199	E	11	6401	26	001	0	22	263	\$200.00	<input type="checkbox"/>
199	E	11	6402	20	001	0	11	000	\$400.00	<input type="checkbox"/>
199	E	11	6402	20	001	0	31	206	\$16.00	<input type="checkbox"/>
199	E	11	6402	21	042	0	11	000	\$1,500.00	<input checked="" type="checkbox"/>
199	E	11	6402	23	102	0	21	202	\$100.00	<input type="checkbox"/>
199	E	11	6402	24	198	0	24	101	\$1,500.00	<input type="checkbox"/>
199	E	11	6402	26	001	0	22	262	\$1,000.00	<input type="checkbox"/>
199	E	11	6402	26	001	0	22	263	\$0.00	<input type="checkbox"/>
199	E	11	6402	51	999	0	23	203	\$300.00	<input type="checkbox"/>
199	E	11	6402	61	001	0	11	112	\$2,156.00	<input type="checkbox"/>
199	E	11	6402	61	001	0	11	113	\$200.00	<input type="checkbox"/>
199	E	11	6402	61	042	0	11	113	\$100.00	<input type="checkbox"/>
199	E	11	6402	61	102	0	11	108	\$182.00	<input type="checkbox"/>

100 records displayed

Account Number: \_\_\_\_\_ Quick Key: \_\_\_\_\_

**Account Level Description**  
 Dist Student Transportation

**Account Number Information**

Code	Description
199	General Fund
11	Instructional (Classroom)
6402	District Student Transportation
21	Middle School
042	West Middle School
0	N/A
11	Basic Educational Services
000	N/A

**2018-2019 Available Funds By Individual Account**

Total Amount to Distribute: **\$10.00 100.00%**  
 Total Distributed: **\$10.00 100.00%**  
 Amount Remaining: **\$0.00 0.00%**

**Selected Accounts**

Account Number	Amount	Percent
199 E 11 6402 21 042 0 11 000	10.00	100.00

Buttons: Remove, Remove All, Save Account Distrib, Back

☐ After the account is selected verify all the requisition information

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- ☐ Once you review and are ready to submit click on the *Submit for Approval* button at the top right of the screen

The screenshot shows the 'Requisition Detail Lines/Accounting' web application. The top navigation bar includes 'Requisition Master Information | Requisition Detail Lines/Accounting'. The main content area is divided into two sections: 'Requisition Master Information' and 'Requisition Accounts'.

**Requisition Master Information**

Batch Number: 03	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000021793	Amount: 10.00
Group: (070) Business Office	Ship To: West ISD Business Office
Fiscal Year: 2018 - 2019	Description: (event needing transportation)
Vendor: West ISD Transportation 406-B W SHOOK WEST TX 76691	

Buttons on the right: Submit For Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments.

**Requisition Accounts**

Account Number	Account Amount	Account Percent	Over Budget
199 E 11 6402 21 042 0 11 000	\$10.00	100.00%	

Buttons on the right: Update Account Distrib, View Requisition Detail Lines, Add Asset Detail.

All transportation requisitions go through the normal requisition approval process and once approved *Transportation* prints the **purchase order** and leaves in the vehicle. Use this PO to document the number of students, adults, depart / return time, and the beginning / ending mileage. Receive the PO in Skyward and send to the *business office*. Once the *business office* receives your completed PO, the actual miles driven will be charged to your account **and any unused encumbrances are released**.

## CHARTER BUS USE

Document ID: 6.3.0.1

Document Owner: *Business Office / Transportation*

Approval: *CFO*

Date Revised: 3/29/2016

Date Created: 8/1/2010

Any department or student group within the District considering the use of a charter bus for travel must adhere to the following:

- ☐ Only permitted in post-district events
- ☐ The District must procure using the accepted purchasing methods
- ☐ The travel distance must be greater than 100 miles, one way
- ☐ Funds must be available in department budgets



## TRAVEL CREDIT CARD USE

Document ID: 6.4.0.1

Document Owner: *Business Office / Transportation*

Approval: *CFO*

Date Revised: *1/18/2019*

Date Created: *8/1/2010*

West ISD maintains several credit cards for both employee and student travel. To be issued a credit card, a District-approved purchase order must be issued prior to the request. District credit cards are on a first come, first serve basis (see Section 4.2.0.1 Credit Cards).

### **Important Note for the Use of District Credit Cards:**

No charges will be allowed at an establishment that serves alcohol, these charges will be declined and the employee will be responsible for the payment of said charges. A reimbursement request will not be honored by the District for alcohol charges. The purchase of alcohol is prohibited.

