

Quick Travel Guidelines

****Good rule of thumb: when in doubt, turn in all receipts****

Travel requests must be submitted online through PeopleSoft and require prior approval. Upon return from trip, the Travel Release Time in PeopleSoft must be completed, and the Expense Report and Board Report must be signed and turned in with receipts.

All receipts which are being submitted for reimbursement must be *itemized originals*. (Please keep copies of your original receipts in case the original is lost in the mail.)

Hotel bills absolutely must be itemized. AISD is exempt from state taxes at Texas hotels. A Hotel Exemption form can be printed off from the AISD website. From the home page, click on *Employees*, then *Activity Fund Manual*. From the *Activity Fund Manual* page, there is a link, *Hotel Exemption Form*. Click on this link and print off the form for use at any Texas hotels.

When checking out, or when submitting hotel bills, please review the bill for the items the District does not reimburse including: personal telephone calls, personal internet use, movies, gym use, laundry, entertainment, tips, and Texas state taxes, including parking taxes, etc.

AISD *does* reimburse for city, county, local, and other required hotel taxes.

For travel outside Texas, all *required* taxes, including state taxes, are reimbursable.

Please note: lodging expenses for travel within Texas shall be paid by the District at a rate not to exceed 200% of the Texas state rate. For travel outside of Texas, lodging expenses shall be paid by the District at a rate not to exceed 200% of the federal maximum lodging rate for the travel destination. This rate can be found on the Texas Comptroller's website under Finances & Economy. Anything above these rates will be deducted from reimbursement.

There is a strict 30 day time limit for reimbursements. Reimbursement requests must be submitted within 30 calendar days of return from travel. Requests submitted after 30 days will be denied.

Employees should make every effort to select the most efficient and cost effective method of transportation. If driving to a major city, the District compares cost of mileage to that of a flight on Southwest Airlines. The employee will be reimbursed the lesser of the two amounts.

The exception to this rule is when more than one employee travels in a vehicle and the cost of mileage is less expensive than more than one flight. In which case, everyone who traveled in a vehicle must be noted on the Expense Form.

When an overnight stay is required, meals are reimbursable. If departing Amarillo after 3PM, employees are allowed half the per diem rate. When arriving back in Amarillo before 3PM, again, employees are allowed half the per diem rate. Otherwise, the entire per diem is reimbursable. The District no longer requires meal receipts, however, reimbursement for alcoholic beverages and tips are not allowable.

A QUICK REVIEW:

A few items which are reimbursable are as follows:

- Business telephone calls
- Internet use for business purposes
- Toll fees
- Parking fees at hotel or convention sites
- Authorized vehicle rentals
- Gas for authorized vehicle rentals
- Required hotel taxes
- Conference registration fees

A few items for which are not reimbursable are as follows:

- Personal telephone calls
- Movies
- Entertainment
- Laundry
- Gym fees
- Alcoholic beverages
- Child care
- Tips & Gratuities
- Any costs associated with companion(s)
- Texas state taxes for parking, lodging, internet use, telephone use, etc

The information above is to be used only as a quick reference. For more detailed and complete regulations, please peruse the DEE Regulations available on the AISD website, as well as on the first tab of the travel release time.

If you have any questions, please feel free to contact Jackie Gonzales, Kristy Romero, or Terri McCormick in the Accounting Department.