

PROFESSIONAL TRAVEL

DEE (R)

APPROVAL	Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred. The Superintendent must approve all travel.
REQUESTS	Requests for professional leave and/or reimbursement for expenses must be submitted at least two weeks prior to the travel date. Submission includes an approved purchase order and completed Leave/Trip Request form (DEE (R) EXHIBIT). Requests that include air travel must be submitted at least one month prior to travel date in order to obtain the lowest fare. Air travel will be scheduled to minimize loss of work time.
REGISTRATION	Registration forms, agendas, timelines, and special requests should be included with the request. All forms must be completed and approved before any registration arrangements are made or fees are paid.
ADVANCES REIMBURSEMENTS COSTS	Trip advances will cover the per diem for meals and other approved documented expenses. Mileage reimbursement, when using a personal vehicle, will be the lesser of the current mileage rate or the lowest air fare + rental car (if needed) available. If requests are made to travel by car, the immediate supervisor must approve, if any, the loss of work time. No meal reimbursements will be made for in region travel. Personal expenses for baggage handling, tips, laundry, personal phone calls, movies or liquor will not be reimbursed. Meals charged to a room account will be deducted from the per diem amount.
SETTLEMENT	Trip expenses must be settled within 10 days after completing the travel. All expenses must be clearly documented on the Employee Travel clearance Worksheet (DEE (R)) to include receipts, with the exception of meal receipts. Receipts may not be hand written. IRS regulations require that advances and expenses be receipted or reported as income, therefore, travel that is not settled within the designated time frame will result in a deduction from the employee's next regular paycheck total the entire amount of the advance plus any other District paid expenses.

TAXES

The District will follow all state and federal guidelines for travel. Travelers in the state of Texas must present the hotel with a tax exception form. The District will not be responsible for state taxes charged to the room or will not reimburse state taxes.

PER DIEM

Receipts are not required for professional meal per diems. If tips are given, they should be reasonable and customary. Tips are included in the per diem amount. There will be no per diem or meal reimbursement for out-of-town travel when there is not overnight stay. Meal per diem will not be paid for complete meals or banquets provided by the conference or meeting sponsors. The per diem rate is approved by the Board of Trustees.

RESPONSIBILITY

It is the responsibility of each immediate supervisor to ensure the District goal to operate efficiently is aided by complying with travel guidelines and timelines.