



Travel & P-Card Training

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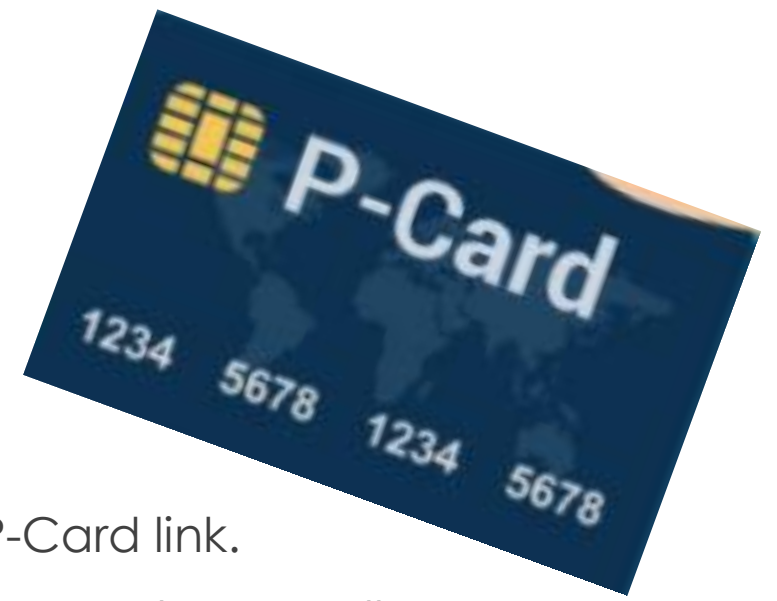
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Purchasing Department
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Travel Process

- ▶ **Obtaining a P-Card – who's eligible for a P-Card**
- ▶ **Travel Plan & Budget Approval**
- ▶ **Travel arrangements**
- ▶ **Requesting Funds & Entering Requisition**
- ▶ **Using your P-Card**
- ▶ **Traveler enters traveling status**
- ▶ **Travel Settlement completed**

Obtaining for a P-Card



► To obtain a P-Card:

1. Go to Purchasing Department's website (<http://www.ectorcountyisd.org/Domain/173>) Click on the P-Card link.
2. Fill in P-Card application form and bring to Sylvia in Purchasing. Make sure all information is complete. Only fill out one form per person, do not duplicate.
3. You will be notified by email once your P-Card is ready for you to pick up. You will then print out the P-Card Policy & Procedures Agreement form from the Purchasing Department website. Please read & submit a copy of the P-Card Agreement form signed by both you & your Supervisor when you pick up your card, to the P-Card Administrator.

P-Card Info.

1. P-Cards have a \$1 balance & will not be loaded until the proper travel advance form along with the associated backup documentation has been submitted to the P-Card Administrator.
2. Upon return, your P-Card balance will be returned to \$1.00.
3. If your trip is extended, please contact the P-Card Administrator.
4. Do not share or use anyone else's P-Card, your P-Card is for your use only unless traveling with students.

Travel

1. Prior approval from your Supervisor is required for all travel with the district before you can move forward with any other steps.
2. Give yourself plenty of time to gather your information.
3. Be sure the correct Travel Request form is used. There is one for the students/sponsor & separate one for employee.
4. Decide if you are using the P-Card or requesting a check.

Travel Information & Guidance



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Travel Information and Guidance

The department issues a To the Administrator Addressed letter, for publication to the [TEA Correspondence](#) page, to alert grantees to changes in the reimbursement rates for automobile mileage, meals, and lodging.

The most recent letter was issued on April 1, 2021.

Please refer to these [additional guidelines](#), also attached to that letter, for details on reimbursement for travel-related costs.

Contact Information

Contact Information for the Department and Divisions



Booking Travel

- ▶ Traveler/Department may book through the following:
 1. Travel Agency (National Travel Systems – may be used for airfare) Phone #: 806-794-3336
 - ▶ krivera@nationaltravelsystems.com
 - ▶ dszymanski@nationaltravelsystems.com



Booking Travel

1. You may enter a requisition made out to National Travel Systems or consider using a P-Card.
2. Directly with a Vendor – meaning you make the reservations with airline/ hotel/ rental car. P-Card may be used or you may request funds in a form of a check.
3. Ensure the travel plan is the most ECONOMICAL.

Travel Request

- ▶ Complete & submit a Travel Request Form. It must be signed by the traveler & Supervisor. You may find this form on the ECISD website under the Purchasing Department. Allow three weeks prior to trip for processing.
- ▶ Be sure to use the correct form, if traveling with students, a list of students name must be attached.
- ▶ Determining Request Amount:
 1. Include Hotel total, airfare total, rental car, meals per diem & mileage if applicable. Remember to state whether using P-Card or requesting a check.
 2. P-Cards can not be used for meals or mileage. P-Card is only allowed for meals when traveling with students.

Travel Form



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL REQUEST FORM

Name of Employee: _____ Campus/ Dept: _____

Name of Event: _____ Location: _____

Event Start Date: _____ Time: _____ Event End Date: _____ Time: _____

Departure Date: _____ Time: _____ Departure Date: _____ Time: _____

General (GF) Budget Code: _____ \$ _____

Special Revenue (SRF) Budget Code: _____ \$ _____

PLANE FARE: () P-Card () Check () Travel Agency () GF Req # _____

Fare Payable To: _____ () SRF \$ _____

HOTEL LODGING: () P-Card () Check () GF () SRF Req # _____

No. of Days _____ @ \$ _____ per day *(attach hotel confirmation & amenities)* \$ _____

Per Diem for MEALS: *(No receipts required)* GF Only Req # _____

No. of Full Days _____ @ \$ _____ per day Total Meal Per Diem \$ _____

Plus any partial days: _____ \$ _____

Check meal per diem rates at: <http://www.gsa.gov/portal/category/100120>

MILEAGE REIMBURSEMENT: *(Outside of Ector County only)* () GF Req # _____

Round Trip Total Miles: _____ @ IRS rate \$ _____ = () SRF \$ _____

Calculate mileage at: <http://www.mapquest.com> (attach MapQuest directions)

REGISTRATION: () P-Card () Check () GF () SRF Req # _____

Registration Payable to: _____ \$ _____

*****attach completed registration form and event itinerary/send completed registration form to Accounting**

CAR RENTAL: () P-Card () Check () GF Req # _____

Rental Car Fee: () SRF \$ _____

OTHER EXPENSES: () P-Card () Check () GF () SRF Req # _____

Please describe: _____ \$ _____

_____ \$ _____

Total Estimated Cost of Trip: \$ _____

I have read & accepted responsibility for compliance with the Ector County ISD Travel Guidelines.

*****Employee Note:** A completed, signed, settlement form with any required associated receipts, is due to the ECISD Accounting Office within 10 calendar days of return from trip.

ECISD WILL NOT issue advance travel funds until previous trip has been reconciled.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SRF Approval (if applicable): _____ Date: _____

Travel Request

► Determining Request Amount:

1. Meal per diem amount should be equal to or less the total per diem allowance for the number of days traveling. Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> to get the allowable amount according to where you are traveling. This table will show you the meal breakdown for Breakfast, Lunch & Dinner.
2. You may also go to the ECISD website, under Purchasing to see how ECISD Breakdowns the meal per diem.
3. If meals are provided by workshop/hotel, no per diem will be given.
4. Workshop itinerary must be attached.
5. Hotel confirmation must have all pages attached.

Meal Per Diem

ECISD Meal per Diem Breakdown

Day Trip

Athletics/Students will receive \$30 per day (**\$8 for breakfast, \$10 for lunch, \$12 for dinner**)

Overnight Trip

Option 1 Leave before 8:00 AM

Employee will receive Full Day Meal Per Diem (GSA) for the city they are traveling to
Athletics/Students will receive \$30 per day (**\$8 for breakfast, \$10 for lunch, \$12 for dinner**)

Option 2 Leave between 11:00 AM & 1:00 PM

Lunch and Dinner Only-Employee (GSA meal per diem breakdown)

Lunch and Dinner Only-Student (**\$10 for lunch & \$12 for dinner**)

Option 3 Return before 7:00 PM

Breakfast and Lunch Only-Employee (GSA meal per diem breakdown)

Breakfast and Lunch Only-Student (**\$8 for breakfast & \$10 for lunch**)

Travel Request

4. Mileage is .625 per mile, you will have to attach a copy of Google maps or map quest. Use city to city when calculating mileage.
5. If using your P-Card to pay for airfare, registration, etc...do not include that amount in requisition total. Do scan everything into TCM.
6. If you need airfare or registration loaded in advance (a few weeks) before the trip, you may send me an email with the correct back up attached and with Supervisors approval showing the total amount of funds needed along with the account number and I will load you P-Card in advance.
7. Original Travel Request paperwork **no longer** needs to be turned in to Accounting.

Travel Status

- ▶ Travel status begins when the traveler leaves their official station/residence, whichever is less.
- ▶ While in travel status, traveler must keep up with itemized receipts for the following:
 1. Lodging
 2. Transportation
 3. Car rental
 4. Airfare
 5. Misc. Uber, Lyft (must be itemized)
 6. And meal receipts only if traveling with students (must be itemized). If giving students cash, a sign-in sheet must be turned in.

Allowable Expenses

On P-Card/Check

- ▶ Lodging, Airfare, Rental Car, Registration, Taxi/Uber, Parking (with receipts)
- ▶ Meals- Students only on P-Card
- ▶ Meals not allowed with Special Revenue Funds.

A screenshot of an "Event Registration" form. The form includes a question "Will you be attending this event?" with radio buttons for "Yes" and "No". Below this are fields for "Name" (split into "First Name" and "Last Name"), "Email" (with the example "user@example.com"), "Phone number" (with the example "222-2222"), "SMS number", and "How many guests?" with a dropdown menu labeled "Please Choose". A green "Register" button is at the bottom.

Unallowable Expenses

1. Trip/Travel Insurance
2. Medical Services
3. Room Service/upgrading room
4. Itinerary Changes w/o Business purpose (change/cancel)
5. Bell Hop Services
6. Expenses due to negligence of employee (fines, parking, locksmith, miss flight)
7. Alcohol
8. Personal Entertainment (Including Transportation to and from)
9. Fuel for personal vehicle
10. Valet Parking unless required
11. Internet (unless absolutely necessary for work requirements)

Travel Settlement

- ▶ Upon return from trip, the traveler is responsible for submitting required form & receipts within 10 days of return from trip.
- ▶ Travel Settlement form can be located on the ECISD website under Purchasing.
- ▶ Be sure you are using the correct form, there is one for students/sponsor and a different one for employees.
- ▶ Original settlement forms must be turned in to the Accounting office, Room 159.

Travel Reimbursement Rates

<https://tea.texas.gov/sites/default/files/taa-travel-reimbursement-rates.pdf>



Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

DATE:	July 7, 2022
SUBJECT:	Travel Reimbursement Rates
CATEGORY:	Grant Fund Expenditures
NEXT STEPS:	Proper preparation of travel reimbursement requests

The Texas Comptroller of Public Accounts has published the [travel and mileage reimbursement rates](#), as summarized below:

- Effective July 1 – December 31, 2022, the automobile mileage reimbursement rate is 62.5 cents per mile.
- Effective January 1 – June 30, 2022, the automobile mileage reimbursement rate is 58.5 cents per mile. Grantees may claim reimbursement retroactively for this rate for the effective dates.
- Effective October 1, 2021, the meal reimbursement rate for overnight travel is listed by city on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. If the county to which you are traveling is not listed, use the current maximum daily reimbursement rate of \$59.
- The meal reimbursement rate for non-overnight travel is up to \$36.
- Lodging reimbursement rates for in-state and out-of-state travel are listed on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. If the county to which you are traveling is not listed, use the current maximum daily reimbursement rate of \$96.

The mileage, lodging, and meal rules and reimbursement rates published by the comptroller apply to all grants that the Texas Education Agency administers for individuals on travel status.

See the [attached guidelines](#) for summarized travel information. For detailed travel rules and reimbursement rate information, visit the [Texas State Comptroller's website](#).

If you have any further questions, please email grantsupport@tea.texas.gov.

Summary of Texas Travel Reimbursement Guidelines

https://tea.texas.gov/sites/default/files/TTAA_Travel%20letter%202017_Attachment.pdf



Commissioner Mike Morath

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Summary of Current Texas Travel Reimbursement Guidelines

Mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts apply to all grants funded by TEA for individuals on travel status.

Mileage

Travelers are required to calculate mileage by one of the following two methods:

- Odometer reading (point-to-point method)
- Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service). If this method is chosen, the traveler must print out the driving directions provided by the site and attach them to the travel voucher.

Travelers are required to select the shortest and most economical route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.

To assist employees in documenting their travel, some districts have developed mileage charts listing the distance between various duty points within the district. Such a chart should be developed in accordance with local policy and must be based on one of the two approved methods of mileage calculation (odometer reading or electronic mapping source). Travelers whose districts have developed such a chart are not required to calculate their mileage by either the odometer reading or electronic mapping source method; reference to the district's mileage chart is sufficient.

Travel Settlement

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL SETTLEMENT FORM					
Employee Name: _____		PO#: _____			
Name of Event & Location: _____					
Departure Date: _____		Time: _____		Departure Date: _____	
Time: _____					
General (GF) Budget Code: _____				\$	
Special Revenue (SRF) Budget Code: _____				\$	
Instructions: Please include all actual expenses incurred, including those for which you received an advance. Items marked with an (*) require receipts to be submitted with the Travel Settlement Form. NOTE: MILEAGE FOR TRAVEL WITHIN ECTOR COUNTY WILL NOT BE REIMBURSED ON THIS FORM.					
	A. CHECK	B. Travel Reimbursement	P-CARD	Funds Used	
	Requested Amount	or Actual Amount Used	Actual Amount Used	General	Special Rev
*Plane Fare	\$ _____	\$ _____	\$ _____	() GF	() SRF
*Hotel	\$ _____	\$ _____	\$ _____	() GF	() SRF
Meal Per Diem	\$ _____	\$ _____	OFFICE USE ONLY	() GF	() SRF
Auto Mileage @ IRS Rate	\$ _____	\$ _____	OFFICE USE ONLY	() GF	() SRF
*Registration	\$ _____	\$ _____	\$ _____	() GF	() SRF
*Car Rental	\$ _____	\$ _____	\$ _____	() GF	() SRF
*Taxi/Uber/Parking	\$ _____	\$ _____	\$ _____	() GF	() SRF
*Other-explain below	\$ _____	\$ _____	\$ _____	() GF	() SRF
TOTAL	A. \$ _____	B. \$ _____	\$ _____	OFFICE USE ONLY	
Less Advance	OFFICE USE ONLY	A. \$ _____	OFFICE USE ONLY		
Due back to ECISD	If B-A is less than 0	\$ _____	Receipt #: _____		
Due to Employee	If B-A is more than 0	\$ _____	OFFICE USE ONLY		
Review Notes:					
Total Cost of Trip: \$ _____					
I verify that all the above information is true & correct. I understand that providing false information will be grounds for dismissal.					
Employee Signature: _____				Date: _____	
Supervisor Signature: _____				Date: _____	
SRF Approval (if required): _____				Date: _____	
Purchasing Approval: _____		Date: _____		Accounting Approval: _____	
Date: _____		Date: _____			

Travel Settlement

▶ Approving Expenses

1. Traveler & Supervisor must sign settlement form. Program Director must sign if using Special Revenue funds.
2. Forms are checked by the appropriate personnel to be sure the following matches the advance travel request. Also this is where it is determined if there are any funds owed back to the school district and/or if there is a reimbursement due.
 - ✓ Employee name
 - ✓ Destination of travel
 - ✓ Travel dates
 - ✓ Per diem

All itemized receipts must be attached.....

Settlement must be submitted within 10 days of returning from trip. Future travel request will not be approved until previous trip is settled.