



WINDHAM SCHOOL
DISTRICT

NUMBER: OP-07.28 (rev. 2)
DATE: May 16, 2014
PAGE: 1 of 18
SUPERSEDES: OP-07.28 (rev. 1)
November 8, 2012

OPERATING PROCEDURES

SUBJECT: TRAVEL

AUTHORITY: Texas Government Code Chapter 660; 34 Texas Administrative Code §§5.22, 20.301 *et. seq.*; Texas Penal Code §37.10

Reference: *Texas Department of Criminal Justice (TDCJ) Travel Guide*

APPLICABILITY: Windham School District (WSD)

POLICY:

Travel regulations for WSD are the same as for employees of the TDCJ with few exceptions. It is the responsibility of all WSD employees to operate within these regulations and to limit their travel to necessary trips for official business only. An employee must have approval from their immediate supervisor prior to traveling. Planning of travel should take into consideration the **most economical** means of accomplishing the authorized mission.

Falsification of information provided on travel documents can result in a felony criminal charge (falsification of a government document) being filed, as well as WSD taking disciplinary action against the employee.

Each principal, department head, and supervisor is responsible for the employee's claim adhering to travel regulations at the time the travel voucher is approved. Coordination of employees' travel must be made to achieve maximum savings and efficiency.

The travel office, in the WSD Division of Administrative and Business Services (Business Office), is to provide assistance and guidance in accordance with all applicable state laws. In addition, this office is responsible for processing travel vouchers in a timely manner and has the authority to challenge any questionable costs that appear on the travel voucher.

The processing of a travel claim does not obligate WSD to subsequently process similar claims. An employee should not assume that the processing of a particular travel voucher indicates the agency's decision to subsequently process all similar travel vouchers.

The goal of the WSD travel policy is to reimburse WSD employees for expenses incurred. Employees should not profit from travel.

PROCEDURES:

I. General Travel Provisions

- A. A travel voucher form is available on the WSD Intranet page under the BUS tab. A travel voucher must contain a description of state business performed for each duty point. This could include attaching the agenda for the meeting to the travel voucher or listing the topics discussed in the Record of Transportation and Duties Performed section of the travel voucher. Travel expenses are reimbursable only if the purpose of the travel clearly involves official state business and is consistent with the legal responsibilities of the WSD. Travel expenses incurred for personal reasons, such as repairs to personal vehicle or medical expenses if the employee becomes ill, are not payable or reimbursable.
- B. The superintendent's prior written approval is required before traveling to a foreign country. The employee may claim reimbursement for **actual** meals and lodging with approvals from the superintendent attached.
- C. The supervisor determines whether an employee returns to headquarters during the weekend or remains at his/her post of duty.
- D. WSD employees may be allotted time to travel when the WSD requests an employment interview. Time is allotted as needed for the interview up to one day. Travel expenses are not reimbursable.
- E. In cases where more than one individual has submitted a travel voucher for reimbursement of expenses for the same or similar travel occurrence, the number of individuals on travel status must have been necessary to execute the same business conducted. Carpooling is required with up to four people per vehicle. Justification must be included on the travel voucher.
 - 1. Justification for the purpose of the trip.

Example: Two employees travel to the same conference to discuss different subjects. The justification is that both employees are needed for the same travel occurrence because they are not conducting the same business.
 - 2. Justification of why the employees did not carpool.
- F. Employees are encouraged to utilize non-refundable airline tickets when possible instead of full price tickets if the cost is less than the contract. A cancellation charge related to a transportation expense paid in advance to obtain lower rates may be reimbursed if the employee was unable to use the transportation due to illness, personal emergency, or cancellation of the event.

- G. An employee may be reimbursed for travel expenses incurred to attend the funeral of another state employee, board member, or member of the legislature. Approval by the superintendent is required.
 - H. WSD employees are encouraged to use teleconferencing and other telecommunications technologies whenever possible to reduce travel expenditures.
 - I. As a general rule, exempt employees are expected to work up to ten hours per day while in travel status. The ten hours includes hours worked (either in the classroom or attending training/in-service), travel time, and a lunch hour. Travel time is calculated by dividing the distance to be traveled by 55 miles per hour. If an employee will exceed ten hours worked per day while in travel status it is at the discretion of the supervisor to allow the employee to spend an additional night and/or be granted additional hours of travel time. An additional eight hours of travel should be granted by the employee's supervisor if the distance to be traveled on the second day exceeds five hours.
 - J. Supervisors of Divisions/departments/regions within WSD may implement varying degrees of travel policies, such as requiring employees to share a hotel room. Divisions/departments/regions may not exceed the maximum travel allowance and maximum allowable meal rates as posted on the WSD Intranet page under the BUS tab unless approved by the director of the Division of Administrative and Business Services. Approved variations must be in writing and made available to all employees in advance of any travel arrangements being made.
 - K. The travel voucher should reflect the original signature of both the employee and the immediate supervisor. The Business Office **will not accept faxed or scanned copies of travel vouchers.**
 - L. Employees who receive their payroll via direct deposit will also receive their travel and partial per diem reimbursement by direct deposit. Warrants will be issued to those employees who receive a warrant for their payroll.
- II. In-State Travel - Overnight
- A. Meals
 - 1. Employees are allowed to be **reimbursed** for the actual cost of meals each day of travel, with the maximum for the first and last day of travel based on departure and arrival times to designated headquarters. The departure and arrival times should be consistent with travel time needed to meet required attendance. The reimbursement must be within the allowed daily meal reimbursement rates, which are located on the WSD Intranet page under the BUS tab.
 - 2. An employee may not be reimbursed for meals incurred within their

designated headquarters. The meals claimed for the day must be in route to the duty point, at the duty point, or in route back to the employee's headquarters.

3. Each employee is entitled to two free unit meals per shift when in travel status.
4. An employee must be in travel status for six consecutive hours in a calendar day before any meal expenses may be claimed for reimbursement.
5. Reasonable meal quantities purchased are intended to be consumed within the allotted timeframe of the travel.
6. Itemized meal receipts are required by the WSD Business Office. The receipts should be original receipt(s) or faxed copies and include the following:
 - a. Name and address of the business;
 - b. Date and time of the expense; and
 - c. An itemized description and price of each item.

NOTE: Expenses that are NOT reimbursable include but are not limited to tips/gratuities, alcohol, room service delivery charges, personal expenses, and expenses not related to official state business.

7. Credit or debit card statements will not be accepted. Receipts not meeting the above criteria will not be reimbursed.
8. **Supervisors must verify, by signature approval, that the meal receipt(s) meet the above criteria and the quantity purchased is reasonable. Upon supervisory approval, the travel voucher AND meal receipts are to be submitted to the travel office for further audit, verification, and reimbursement.**

B. Lodging

Employees are allowed to be reimbursed for the actual cost of lodging each day of travel up to the maximum rate allowed for the destination listed. Lodging reimbursement rates are located on the WSD Intranet page under the BUS tab.

An exception to this rule is when the hotel contracts (established by the State Comptroller's Office) exceed the maximum allowable rate for specified cities/counties. If the employee(s) cannot find lodging equal to or less than the allowable rate, the WSD requires a Lodging Exceeds Rate form completed by the employee and submitted to the Business Office for their approval **prior** to the

trip. The Lodging Exceeds Rate form is located on the WSD Intranet page under the BUS tab.

1. Lodging should be obtained at duty point unless circumstances do not permit. An explanation as to why the employee did not stay at duty point must be given on the travel voucher.
2. A commercial lodging receipt is required.
 - a. The receipt should be itemized and reflect a \$0.00 balance due.
 - b. If the receipt does not show a \$0.00 balance, the employee must show proof of payment with a credit card receipt or cancelled check.
 - c. The lodging receipt must have the establishment's name and address along with the employee's name.
 - d. Altered lodging receipts will not be accepted.
 - e. If an original receipt is lost, a copy of the receipt or a copy of the cancelled check or credit card slip may be submitted. The travel voucher must state that the original receipt was lost.
3. If an employee shares a room with a non-WSD employee, please state the single room rate on the receipt and claim that amount unless it exceeds the double occupancy rate.

If the room is shared with another WSD employee, claim one half of the room rate, up to the allowed daily lodging rate for that city per employee. Please make sure the hotel receipt references the correct employee's name. If the employee listed on the lodging receipt is different from the employee named on the travel voucher, the lodging receipt is acceptable for the employee not named if any one of the following forms of proof of payment is attached to their travel voucher:

- a. The employee's own credit card receipt showing payment to the hotel.
 - b. The employee's own cancelled check showing payment to the hotel.
 - c. A receipt from the other employee who paid the entire bill up front and took payment from the employee not listed on the hotel receipt.
4. Online reservations using a company that charges a fee may be used to obtain overnight lodging as long as the lodging rate plus any additional

fees are less than the allowable rate per employee.

5. The reason for the travel and overnight stay must be noted in the Record of Transportation and Duties Performed section of the travel voucher.

C. Taxes

Windham employees are exempt from state hotel occupancy taxes in Texas.

1. The employee is required to present a completed Texas Hotel Occupancy Tax Exemption Certificate form to the lodging establishment. This form is on the share drive (WSD Public/hotel-motelTax Form). To complete the form you will do the following:
 - a. Check the middle box titled - Religious, charitable, or educational organization or employee exempt from state tax only.
 - b. Name of Exempt Organization Box - Enter Windham School District
 - c. Organization exempt status box - Enter Educational
 - d. Address of exempt organization box - Enter PO Box 40, Huntsville, Texas 77342-0040
 - e. Under Guest Certification - Print your name in the Guest Name Box.
 - f. Sign your name to the right of Sign Here and enter the current date.
2. An employee who fails to present a properly completed exemption certificate to a commercial lodging establishment and is charged the tax may not be reimbursed for the state tax.
3. If an employee properly pays applicable hotel occupancy tax (county and municipal), WSD will reimburse the employee for those taxes as an incidental expense. The taxes are not classified as a lodging expense for the purpose of the maximum reimbursement rate.

D. Mileage

Before using a personal vehicle, employees should attempt to reserve a WSD or state vehicle. If a WSD or state vehicle is available and the employee chooses to use his/her personal vehicle, the employee will not be reimbursed for that expense.

1. If a WSD or state vehicle is not available, employees must determine if a rental car would be practical. If not, employees must receive supervisor

approval prior to utilizing their personal vehicle. Please note in the body of the travel voucher that a WSD or state vehicle was not available or why a rental car is not practical.

2. Employees may be reimbursed for mileage incurred to conduct official state business. Reimbursement may not exceed the actual number of miles traveled and the maximum mileage reimbursement rate, which is consistent with the rate set by the Internal Revenue Service.
3. The number of miles traveled by an employee for official state business may be determined by using one of two methods.
 - a. Bing online mapping service - to use this method, follow the below steps:
 - i. Internet address – <http://www.bing.com/maps/>
 - ii. Click on “Directions” and enter point A to point B with full physical addresses.
 - iii. Select "Add destination" to enter multiple destinations. For each destination entered, the mapping service will provide the directions and the mileage from one destination to the next along with the cumulative total for the whole trip.
 - iv. Click Go.
 - b. Point to point mileage may be documented by using the employee's vehicle odometer reading.
4. All claims for mileage reimbursement shall be listed in the Record of Transportation and Duties Performed section of the travel voucher and include what was used to calculate the mileage: odometer or Bing;
5. Itemization must be sufficiently detailed for the travel office to verify. Use complete physical addresses including the city.
6. The reason for the travel must be noted in the Record of Transportation and Duties Performed section of the travel voucher.

Example: Bing Calculation

Date	To/From	Odometer	Mileage
1/26/12	HQ-Ft Worth I 3628 McCart Street, Ft. Worth	Bing was used	
	100 N Lamar, Ft. Worth		5.4
	2600 Miller St., Pantego		15.9
	5636 Mark IV Parkway, Ft. Worth		20.6
	HQ-3628 McCart Ave, Ft. Worth		12.7

Example: Odometer Calculation - the employee must list their beginning odometer or trip reading on the travel voucher when using this method.

Date	From/To	Odometer	Mileage
2/16/12	Headquarters-Dallas IV-2505 South Second Ave., Dallas	56904	
	2624 Mojave Drive Dallas	56916	12
	5911 Highland Hill, #17 Building 2, Dallas	56918	2
	616 Pleasant Woods, Dallas	56931	13
	Headquarters-Dallas IV-2505 South Second Ave., Dallas	56939	8

7. When employees from the same headquarters travel on the same dates with the same itinerary, they must coordinate travel by carpooling.
 - a. When four or fewer employees travel on the same itinerary, they should use only one vehicle and only one employee may be reimbursed for mileage.
 - b. When five through eight employees travel on the same itinerary, only two employees may be reimbursed, and so forth.
 - c. The names of the driver and riders per vehicle should be reflected in the Record of Transportation and Duties Performed section of

the travel voucher.

8. The most cost effective or shortest route should be taken between two duty points.
9. If there are safety concerns, an employee may inform their supervisor, gain approval, and note the safety concern on the travel voucher. This determination could be made prior to or during travel.
10. In the event an employee travels from their personal residence, because it is closer than headquarters, to a duty point, the residence will be treated as a temporary headquarters. The mileage should be documented on the record of transportation by supplying the physical address or nearest intersection of the residence and notating "residence closer than headquarters."
11. **Reimbursement for mileage between an employee's residence and office headquarters is not allowed at any time.**
12. **Mileage within the city limits where headquarters is located is not reimbursable. Likewise, if headquarters is located in an unincorporated area, mileage within a five-mile radius is not reimbursable.**
13. Parking expenses and toll road fees in personally owned or leased vehicles when on official state business are reimbursable. These expenses must be itemized daily and receipts are required.
14. Travel reimbursement for new hires will begin at 8:00 a.m. the first day of their employment. If the new hire is a TDCJ transfer, they may be reimbursed for expenses incurred from their point of departure to their return to headquarters provided they follow all travel regulations.

III. Partial Per Diem – For Day Trips and Meals Only

- A. An employee may be reimbursed for non-overnight meals. The Internal Revenue Service considers this taxable as additional income and it must be reported on the employee's W-2. This travel voucher is processed through the payroll system and taxes are deducted.
- B. The employee must be away from headquarters for at least six consecutive hours in a calendar day before any meal expenses may be claimed for reimbursement. Each employee is entitled to two free unit meals per shift when in travel status and cannot claim reimbursement for any meals eaten on the unit.
- C. Actual costs for meals may not exceed \$36 per day on a one-day trip. Itemized meal receipts must be attached to the travel voucher. See the requirements under In-State Travel - Overnight.

- D. An employee may not be reimbursed for meals incurred within their designated headquarters. The meals claimed for the day must be in route to the duty point, at the duty point, or in route back to headquarters.
- E. Travel vouchers, with complete documentation, should be submitted to the Business Office for auditing and approval. Travel vouchers are then forwarded to the payroll department where they are processed once a month.
- F. For travel reimbursements paid with grant funds, please contact the Business Office for specific deadlines on travel voucher submissions. All other travel vouchers should be submitted within 30 days after the fiscal year ends.
- G. **All other expenses incurred for one-day trips, such as mileage or parking, must be submitted to the Business Office on a separate travel voucher.**
- H. An employee may be reimbursed for travel expenses incurred as a result of attempting to conduct official state business if:
 - 1. A natural disaster or occurrence happens or
 - 2. The employee becomes ill or has a personal emergency.Documentation must be included with the travel voucher.

IV. Regional In-Service

- A. No overnight stay is paid for employees whose headquarters or home is 75 miles or less from the in-service location.
- B. Per Diem is not allowed if headquarters or home is within 10 miles of the location of the in-service.
- C. No mileage is paid to participants who live or work within 10 miles of the in-service location.
- D. Carpooling is required with up to four people per vehicle for employees assigned to each unit located in the same city.
- E. Mileage reimbursements are allowed if a WSD or state vehicle is not available and a rental car is not practical.
 - 1. Employees must receive supervisor approval prior to utilizing their personal vehicle.
 - 2. A statement in the body of the travel voucher indicating that a WSD or state vehicle was not available or why a rental car is not practical must be noted.
- F. If an employee shares a room with a non-WSD employee, please state the single

room rate on the receipt and claim that amount unless it exceeds the double occupancy rate.

If the room is shared with another WSD employee, claim one half of the room rate, up to the allowed daily lodging rate for that city per employee. Please make sure the hotel receipt references the correct employee's name. If the employee listed on the lodging receipt is different from the employee named on the travel voucher, the lodging receipt is acceptable for the employee not named if any one of the following forms of proof of payment is attached to their travel voucher:

1. The employee's own credit card receipt showing payment to the hotel.
2. The employee's own cancelled check showing payment to the hotel.
3. A receipt from the other employee who paid the entire bill up front and took payment from the employee not listed on the hotel receipt.

V. Training

- A. No overnight stay is paid for employees whose headquarters or home is 60 miles or less from the training location.
- B. Per Diem is not allowed if headquarters or home is within 10 miles of the location of the training.
- C. No mileage is paid to participants who live or work within 10 miles of the training location.
- D. Carpooling is required with up to four people per vehicle for employees assigned to each unit located in the same city.
- E. Mileage reimbursements are allowed if a WSD or state vehicle is not available and a rental car is not practical.
 1. Employees must receive supervisor approval prior to utilizing their personal vehicle.
 2. A statement in the body of the travel voucher indicating that a WSD or state vehicle was not available or why a rental car is not practical must be noted.
- F. If an employee shares a room with a non-WSD employee, please state the single room rate on the receipt and claim that amount unless it exceeds the double occupancy rate.

If the room is shared with another WSD employee, claim one half of the room rate, up to the allowed daily lodging rate for that city per employee. Please make sure the hotel receipt references the correct employee's name. If the employee

listed on the lodging receipt is different from the employee named on the travel voucher, the lodging receipt is acceptable for the employee not named if any one of the following forms of proof of payment is attached to their travel voucher:

1. The employee's own credit card receipt showing payment to the hotel.
2. The employee's own cancelled check showing payment to the hotel.
3. A receipt from the other employee who paid the entire bill up front and took payment from the employee not listed on the hotel receipt.

VI. Seminars and Conferences

- A. WSD employees attending seminars and conferences that are not conducted by WSD personnel must have prior approval of the superintendent, division director, regional administrator, or principal. The Application for Conference Attendance form (HD-024) is located on the WSD share drive (WSDPublic/Confattend). This approved conference form may also authorize reimbursement to the employee for conference registration fees and related costs. The approved conference form along with receipts must be attached to the travel voucher.
- B. The WSD Business Office shall be notified when conferences, trainings, or seminars are hosted and conducted by WSD personnel. A list of participants shall accompany this notification so that, if special funds are set aside to cover these costs, the travel vouchers will be coded accordingly.
- C. Please refer to OP-07.21, "Conference Travel Policy" for additional information.

VII. Out-of-State Travel

- A. All out-of-state travel requires superintendent approval.
- B. Reimbursement for out-of-state overnight trips may not exceed the rates specified in the Federal Regulations. Copies of the rates are available upon request from the Business Office. If neither a municipality nor county is listed, then the lowest lodging rate applies.
- C. The name of the city, county, and state to which the employee traveled must be listed on the travel voucher.
 1. An official lodging receipt must be attached.
 2. Itemized meal receipts are required by the WSD Business Office.
 3. The first and last day meal allowances are limited to federal regulations for one-day trips. Meal allowance should be for actual expenses, not to exceed the allotted meal rate.

4. The occupancy taxes are listed as incidental expenses.

VIII. Transportation

A. Commercial Aircraft

1. An official receipt must be attached to the travel voucher before a state employee may be reimbursed. The employee may be reimbursed for actual cost of airfare not to exceed the lowest available fare.
2. The superintendent's office is authorized to make airfare and rental car reservations for WSD employees and in most cases, obtains a better rate. If a travel agency is used to make airfare reservations, identify the traveler as a "Windham School District employee" not as a "TDCJ employee."
3. Employees may be reimbursed for baggage charges. These fees are not added to the airline ticket; the fee must be paid by the employee at the time of check in. One personal bag and any state owned property or equipment that must be checked in may be reimbursed. Two or more personal bags are considered excess baggage and will not be reimbursed.
 - a. **For personal baggage charge**, a receipt must be attached to the travel voucher.
 - b. **For state owned property or equipment**, a receipt must be attached to the travel voucher; in the Record of Transportation and Duties Performed section, identify the state owned property or equipment.

B. Rental Car

1. A WSD employee may claim the actual cost of renting a motor vehicle to conduct official WSD business.
2. Rental of premium cars is not reimbursable. The employee is responsible if charged when their request is upgraded.
3. Due to cost, refuel the car before returning it to the rental company.
4. When renting a car, **decline** LOSS DAMAGE WAIVER (LDW) and COLLISION DAMAGE WAIVER (CDW). Charges for personal accident, safe trip, personal effects insurance, and any other options are not reimbursable.
5. Receipts are required.
6. Vehicle Tax Exempt form is available on the Share Drive BUS/Public/Travel.

7. The “Rental Car vs. Mileage Calculator” is a tool available from the WSD Intranet page under the BUS tab to assist in determining if a rental car is practical. Rental car availability and employee time and mileage to pickup and drop off the rental must be considered to determine the most economical travel. Please note in the body of the travel voucher explaining the mileage decision and if a rental was not practical explain why. Attach a printout of the “Rental Car vs. Mileage Calculator” to the voucher as backup when it applies.

C. WSD or State Vehicles

1. When conducting official business in a WSD or state vehicle, the employee may claim reimbursement for parking and toll fares. Receipts are required and must be attached to the travel voucher.
2. No personal business should be conducted while driving a WSD or state vehicle.
3. No one other than WSD employees are allowed in a WSD vehicle unless authorized by the superintendent.

IX. Advance Travel

A. Eligibility

Employees that travel less than three times per fiscal year or spend less than \$500 per fiscal year are allowed to request advance travel. The same rules that govern travel apply to the employee who travels using advance funds. It is the employee's responsibility to make sure that each trip is approved.

1. Advance travel may be claimed by an employee who **does not** or **has not** had the State of Texas Corporate Travel Card.
2. An employee cannot request advanced travel if their corporate travel credit card was cancelled for misuse or nonpayment.
3. Advance travel is limited to overnight travel. Mileage or meals claimed for one-day travel will not be approved for advance money.

B. Advance Travel Voucher Requirements

1. To receive an advance, complete an Advance Travel Voucher, which is located under the BUS tab on the WSD Intranet page.
 - a. Choose the correct voucher tab (In State or Out of State).
 - b. Select the Voucher Type at the top of the Travel Voucher by clicking on cell A1.

- c. Using the drop down box, choose the Advance Travel Voucher.
 2. The voucher should be submitted to the Business Office two weeks prior to the trip and have the employee, supervisor, and superintendent signatures. All signatures must be original. **The Business Office will not accept faxed or scanned copies of travel vouchers.**
 3. When receiving advance travel for a trip, all expenses (including registration) related to that trip will be paid with advance travel funds.
 4. The travel voucher is maintained in suspense until the employee returns the lodging receipts, meal receipts, and other necessary receipts to the Business Office. The employee is liable for the claim until the Business Office has processed the voucher for payment.
- C. Overpayments and Underpayments
1. Changes, including dates, time, or money, will require a **Corrected Advance Travel Voucher.**
 - a. Find the form by following the instructions above, but select the Corrected Advanced Travel form.
 - b. The corrected voucher should reflect any changes from the original voucher.
 - c. The corrected voucher should reflect actual expenses and shall be submitted to the WSD Business Office with all documentation upon the employee's return.
 2. Once audited, the employee will be notified if any payment is due.
 - a. At that point, a check or money order payable to Windham School District should be mailed to: Windham School District, Business Office, Attn: Travel Office, P.O. Box 40, Huntsville, Texas 77342-0040.
 - b. Please attach a note with the payment that this was a refund of an advanced travel payment for a specified trip.
 - c. The corrected voucher is not considered cleared until all discrepancies in the money or receipts are cleared through the WSD Business Office.
 3. If it is determined that the WSD owes the employee, a payment will be issued at the next pay period.
 4. The advance travel voucher must be cleared within two weeks upon

completion of travel (excluding weekends and state observed holidays)

X. Examples of Expenditures

A. Reimbursable

1. Taxi or bus fare while on state business;
2. Gasoline for state owned or rented cars;
3. Toll road charges;
4. Parking;
5. Mandatory service charges for loading and unloading state equipment; and
6. Registration fees associated with attending a conference or seminar sponsored by an outside group (proof of payment required).

B. Non-Reimbursable

1. Expenses incidental to the operation of personally owned vehicle, such as tires and gas;
2. Additional mileage when other than the shortest route is used;
3. Difference between the lowest available rate and more expensive rate chosen by the traveler;
4. Gratuity, bar bills, entertainment, personal telephone calls, laundry, room service delivery charges, and other such miscellaneous expenses;
5. State hotel tax. A Texas Hotel Occupancy Tax Exemption Certificate must be furnished to the hotel or motel. State hotel tax may be claimed if the hotel refuses to accept the certificate (must be stated on the travel voucher); and
6. Travel expenses and per diem for applicants will not be authorized for the purpose of traveling to a board interview.

C. Other

1. Should an employee receive an overpayment for travel expenses, that employee will be required to reimburse the WSD for such overpayment.
2. Double travel expense payments are prohibited. If an employee's expenses are paid by a non-state agency, they shall not submit a voucher for payment.

3. A per diem allowance will not be allowed when an employee is:
 - a. At their designated headquarters;
 - b. Absent from designated headquarters for their personal reasons;
 - c. Absent from designated headquarters for any other reason not connected with official duties; or
 - d. Away from designated headquarters for a period of less than six consecutive hours.
4. When seeking overnight lodging, refer to the Contract Hotel Directory on the WSD intranet under the BUS tab. These hotels have contracted with the state and offer government rates.

XI. State of Texas Corporate Travel Card

- A. Corporate Travel Cards are available to state employees through a statewide contract and are issued to individual employees for use in acquiring goods and services specifically related to travel expenses for official state business.

NOTE: Purchase of goods or services on a state issued card for personal use is a violation of WSD policy.

- B. Applicable travel expenses charged to the Corporate Travel Card are reimbursed to the employee by completing a travel voucher in accordance with this guide.
- C. Employees who travel a minimum of three times per fiscal year on official state business or employees who expect to spend at least \$500 per fiscal year for travel related expenses should apply for the Corporate Travel Card.
- D. The Travel Card Use Agreement can be located on the WSD Intranet under the BUS tab.
- E. Card usage will be monitored to ensure proper use. Abuse of the credit card will result in loss of the privilege and may result in disciplinary action.

XII. Travel to Washington, D.C.

- A. Before traveling to the Washington, D.C. area, the Office of State-Federal Relations (OSFR) must be informed regarding the timing and purpose of the trip along with the name of a contact person. The term “travel” is limited to only activities involving obtaining or spending federal funds or impacting federal policies.
- B. The Report of State Agency Travel to Washington D.C. (travel notification form) must be received by OSFR seven days in advance of departure. Send the form to:

The Texas Office of State-Federal Relations
Attn: Travel Recorder
313 Lorenzo Do Zavala State Archives & Library Building
Austin, Texas 78701

OR

Post Office Box 13005
Austin, Texas 78711

Fax (512) 463-1984

- C. The legislative intent of notifying the OSFR of travel to Washington, D.C. is to monitor and/or coordinate activities and frequency of trips.
- D. A copy of the travel notification form must be attached to the travel voucher. This form is available on the WSD Intranet under the BUS tab.

Signature on file

Paul D. Brown

Director, Division of Administrative and
Business Services