



**WINDHAM SCHOOL  
DISTRICT**

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# **OPERATING PROCEDURES**

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**SUBJECT: TRAVEL**

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

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

**APPLICABILITY:** Windham School District

## **POLICY:**

Travel regulations for Windham School District (WSD) generally are the same as those of TDCJ. Employees must limit their travel to necessary trips for official business only and may be reimbursed only for actual expenses incurred. Coordination of employees' travel must be made to achieve maximum savings and efficiency. Employees are responsible for operating within these travel regulations.

## **DEFINITIONS:**

These definitions are meant only for this directive and may not apply in other contexts.

“Commercial Lodging Establishment” means a hotel, motel, inn, or similar establishment that provides lodging to the public for pay, or a person or establishment that provides lodging for pay determined to be a commercial lodging establishment by the comptroller for purposes related to travel expenses.

“Designated Headquarters” is a location on WSD, TDCJ, or a partner entity property to which an employee is assigned.

“Duty Point” means the destination, other than an assigned work location, to which an employee travels to conduct official WSD business.

“Incidental Expense” means a necessary minor expense incurred in the course of business-related travel, such as local taxes and mandatory fees affiliated with lodging, parking fees, tolls, and mandatory insurance or other service charges. Expenses that are not incidental expenses include, but are not limited to, meal or meal tax, lodging, or transportation expenses, personal expenses, expenses the employee would incur regardless of whether the employee is traveling on WSD business, tips, gratuities, and delivery fees.

“GSA Rate” is maximum reimbursement rate established by the General Services Administration for lodging, meals, and mileage expenses incurred by federal employees on official travel. Texas state government uses GSA rates to determine maximum reimbursements to governmental employees in travel status.

“Receipt” means the tangible or electronically stored version of an invoice, ticket, bill, document, or other item that the comptroller accepts as proof that a travel expense has been incurred by a state employee.

“State Vehicle” is a vehicle owned by an entity of Texas state government, including WSD and TDCJ.

“Travel Expense” means a meal, lodging, transportation, or incidental expense.

“Travel Status” means the time an employee spends away from their designated headquarters to conduct business. Travel status begins when the employee has departed from their designated headquarters, and ends when the employee returns to their designated headquarters.

## **PROCEDURES:**

### I. General Travel Provisions

- A. The business office, in the division of Operations, provides travel-related assistance and guidance, reviews travel vouchers, and addresses discrepancies, in accordance with this directive and applicable laws.
- B. Only the department director of Business Services, the division director of Operations, and the superintendent may authorize exceptions to this directive.
- C. Travel forms, rate information, and related resources are available on the WSD intranet homepage under the BUS tab, unless a different location is specified.
- D. 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 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.

- E. Employees should retain copies of travel vouchers and supporting documentation submitted for reimbursement in case the travel voucher is lost or if the business office requests additional information.
- F. The superintendent's prior written approval is required before traveling to a foreign country. An employee claiming reimbursement for actual costs of meals and lodging must attach approvals from the superintendent.
- G. Employees are encouraged to use videoconferencing or teleconferencing when appropriate, to reduce travel expenditures.
- H. As a general rule, exempt employees are expected to work up to ten hours per day while in travel status, which 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, the supervisor may authorize the employee to spend an additional night or grant additional hours of travel time. The employee's supervisor should grant an additional eight hours of travel if the additional day of travel is anticipated to exceed five hours based on distance.
- I. Each supervisor is responsible for verifying that an employee's claim adheres to travel regulations at the time the travel voucher is approved.
- J. Scanned copies of travel vouchers, with signatures of the employee and immediate supervisor, must be emailed to [travel@wsdtx.org](mailto:travel@wsdtx.org). Digitized signatures – a graphical image of an actual handwritten signature – are acceptable. The supervisor signature authority cannot be delegated.
- K. Employees will receive their travel reimbursement by direct deposit. Warrants will be issued to employees who receive a warrant for their payroll.
- L. Falsification of information provided on travel documents and supporting documentation is considered tampering with a governmental record, and can result in disciplinary action and a felony criminal charge.
- M. 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 district's decision to process similar travel vouchers in future.

## II. In-State Travel – Overnight

Overnight travel and other miscellaneous expenses that are unrelated to day trip meal expenses must be documented on the travel voucher. The travel voucher is updated at least once per year in January to reflect mileage reimbursement rates set by the General Services Administration (GSA). The appropriate form based on date(s) of travel should be used.

### A. Meals

1. Employees may 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 must correspond to travel time needed to meet required attendance. The reimbursement must be for reasonable quantities and within GSA rates.
2. Employees may not be reimbursed for meals incurred within their designated headquarters. The meals claimed for the day must be en route to the duty point, at the duty point, or en route back to the employee's headquarters.
3. Employees may have two free unit meals per shift when in travel status.
4. Employees must be in travel status for six consecutive hours in a calendar day before any meal expenses may be claimed for reimbursement.
5. Employees are expected to purchase reasonable meal quantities while traveling; reasonable meal quantity means the amount of food likely to be consumed by an individual during a travel occurrence with consideration to the particular personal and travel-related circumstances of that individual. Food items purchased in an unreasonable quantity are not reimbursable.

Travelers should adhere to the following guidelines when purchasing food items to be claimed for reimbursement:

- a. The purchase of meals and snacks should not exceed what could reasonably be consumed while in travel status by the individual traveler only.
- b. Travelers should not claim more than one entree for reimbursement per meal. The purchase of multiple entrees at one time or within a similar time period may occur if the employee will consume and claim the entree at a later time as a separate meal, provided the meal is consumed while the employee is still in travel status; this provision applies to both dine-in and takeout food items.

- c. The purchase of single appetizers or desserts, and non-alcoholic beverages as components of a meal or as a snack are reimbursable.
- d. Items that are intended to be shared, such as family meals or larger sized pizzas, are not eligible for reimbursement unless consumed entirely while in travel status by only the employee as multiple meals, and is considered a reasonable quantity to do so for the duration of travel; item b. of this section applies.
- e. Snack purchases are reimbursable, not to exceed the maximum daily meal rate when combined with the cost of meals.
- f. When purchasing grocery items to consume as meals or snacks during travel, employees should be particularly conscientious of whether the amount of an item or items is reasonable for the duration of their travel occurrence. For example, items such as full-size condiments, large multipacks of snacks, or cases of bottled water would not be considered reasonable quantity purchases for a brief travel occurrence.

*Note: Reasonable meal quantities are to be justified by the employee's immediate supervisor. The receipt(s) must be attached to the voucher when submitted to the supervisor for approval.*

- 6. Receipts must meet the following criteria to be reimbursed for related expenses:
  - a. Receipts must be itemized;
  - b. Receipts may be original or scanned copies; and
  - c. Receipts must include:
    - i. the name and address of the business;
    - ii. the date and time of the expense; and
    - iii. 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 fees, delivery charges, personal expenses, and expenses not related to official state business.*

- 7. Credit or debit card statements will not be accepted.
- 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, meal receipts, lodging receipts, and additional travel-related documentation are to be submitted to the business office for further audit, verification, and reimbursement.

B. Lodging

Employees may be reimbursed only for the actual cost of lodging each day of travel, up to the maximum rate allowed for the destination listed on the latest Lodging and Meal Rate form found on the BUS tab of the intranet. Some cities in Texas have variable seasonal rates. When traveling to these locations, verify the correct rate is used. Additionally, some cities in Texas are located in more than one county. When traveling to these locations, i.e. Mesquite, verify the county for the hotel address and document the county in the comments section of the travel voucher. For cities and counties not listed on the form, refer to the standard rate at the bottom of the page.

If the employee(s) cannot find lodging equal to or less than the allowable rate, WSD requires a Lodging Exceeds Rate form completed by the employee, signed by the employee's supervisor, and submitted to the business office for the department director of Business Service's approval prior to the trip. The Lodging Exceeds Rate form is located on the WSD intranet homepage under the BUS tab.

1. Expenses for overnight lodging may only be reimbursed for employees whose headquarters and home is 60 miles or more from the duty point. Lodging should be obtained at duty point unless circumstances do not permit and approval is given by the employee's supervisor prior to the trip. The employee must provide an explanation of why they did not stay at the duty point on the travel voucher.

Examples of valid reasons include:

- a. no lodging vacancies at the duty point;
  - b. no reasonable rates available at the duty point; and
  - c. lodging was obtained en route to the duty point.
2. A hotel receipt is required.
    - a. The receipt should be itemized and reflect a \$0.00 balance due. If the receipt does not show a \$0.00 balance, the employee must show proof of payment.
    - b. The receipt must have the establishment's name and address along with the employee's name.

- c. Altered receipts will not be accepted.
3. If an employee shares a room with a non-WSD employee and the employee is charged more than the single room rate, the employee must 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, each employee should claim one half of the room rate, up to the allowed daily lodging rate for that city per employee. An employee claiming a lodging expense whose name is not listed on the lodging receipt must include proof of payment with their travel voucher.

4. Fees charged by third party booking companies used to make reservations are reimbursable if the combined total of the lodging rate and additional fees does not exceed 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

Lodging for WSD business is exempt from state hotel occupancy taxes in Texas.

1. Employees must present a completed Texas Hotel Occupancy Tax Exemption Certificate to the hotel. The certificate must include the following information:
  - a. "Windham School District" as the exempt entity;
  - b. "Educational" as the exempt entity status;
  - c. "PO Box 40, Huntsville, Texas 77342-0040" as the address of the exempt organization;
  - d. Under "Guest Certification," print your name and the hotel name, and add your signature and date; and
2. An employee who fails to present a properly completed exemption certificate to a commercial lodging establishment and is charged state tax will not be reimbursed for the state tax.
3. Hotels may charge mandatory fees such as a State Cost-Recovery Fee, and various taxes such as venue tax, county tax, city/local tax, and sports tax, which are not classified as a lodging expense for the purpose of the maximum reimbursement rate. When applicable, WSD will reimburse the

employee for hotel fees or taxes, excluding state tax, as an incidental expense.

D. Mileage

Before using a personal vehicle, employees should attempt to reserve a state vehicle. If a state vehicle is available and the employee chooses to use their personal vehicle, **the employee will not be reimbursed for mileage.**

1. If a state vehicle is not available, employees must determine if a rental car would be practical (see requirements under Transportation/Rental Car). If not, employees may use their personal vehicle with prior approval from their supervisor. When applicable, an employee must note on their voucher that a state vehicle was not available and why a rental car is not practical.
2. Employees may be reimbursed for mileage traveled 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 standard mileage rate set by the Internal Revenue Service (IRS).
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. From the “Directions” tab, enter physical addresses in fields “From” and “To.”
    - 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.”
    - v. If a Bing map is used to calculate mileage, the map must be attached to the travel voucher to validate the claim. Mileage claimed must match what is calculated by Bing; it may not be rounded.
  - b. Point to point mileage may be documented by using the employee's vehicle odometer reading.



4. Claims for mileage reimbursement must be listed in the Record of Transportation and Duties Performed section of the travel voucher with the point-to-point mileage documented along with the method used to calculate the mileage.
5. Employees must include complete physical addresses on travel vouchers, and itemization must be sufficiently detailed for the business office to verify mileage.
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
1/26/24	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
2/16/24	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 should 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 to eight employees travel on the same itinerary, only two employees may be reimbursed, and so forth.
  - c. The names of the driver and passengers should be reflected in the Record of Transportation and Duties Performed section of the travel voucher.
  - d. Justification must be provided on the travel voucher if carpooling did not occur.
8. The most cost effective or shortest route should be taken between two duty points. If an alternate route is needed, the employee should inform their supervisor for approval with justification prior to travel. The justification and approval should be noted on the travel voucher.
9. If 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. 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."
10. **Reimbursement for mileage between an employee's residence and office headquarters is not allowed at any time.**
11. **Mileage within the city limits where headquarters is located is not reimbursable. If headquarters is located in an unincorporated area, mileage within a five-mile radius is not reimbursable.**
12. Parking fees and tolls incurred while travelling in a personally owned or leased vehicle or rental vehicle when on official state business are reimbursable. These expenses must be itemized daily and receipts are required. Taxes charged for parking are reimbursable. WSD may not reimburse an employee for parking and associated taxes paid or tolls paid if none of the mileage or rental cost is reimbursable. However, if an employee chooses to take their personal vehicle in lieu of a state vehicle or rental vehicle and carpooling was not an option, the employee may be reimbursed for parking and tolls, as long as the decision to drive their personal vehicle did not add any additional cost to WSD. Valet parking expenses will not be reimbursed unless it is the only parking available at the hotel, meeting, or conference.

13. Employees should use the most economical, cost-effective parking at an airport. For example, off-site parking and shuttle service is more economical than covered airport parking at most airports.
14. Newly hired employees are eligible for reimbursement for travel expenses incurred to attend New Hire training, provided they follow all travel regulations. New hires may claim expenses for reimbursement beginning at 8:00 a.m. on the first day of training and ending when they arrive at their designated headquarters; an exception to this is for new hires transferring from TDCJ, who may also claim expenses incurred from their point of departure to the new hire training location.

### III. Non-Overnight Travel (Meals Only)

Expenses for day trips and associated meals must be documented on the Non-Overnight Travel (Meals Only) Voucher. The travel voucher for overnight trips should not be used for day trip meals.

- A. An employee may be reimbursed for meals during day trips lasting at least six consecutive hours in a calendar day. The IRS considers this taxable 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. Each employee is entitled to two free unit meals per shift when in travel status and cannot claim reimbursement for unit meals.
- C. Reimbursement for 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 will not be reimbursed for meals at their designated headquarters. The meals claimed for the day must be en route to the duty point, at the duty point, or en route back to headquarters.
- E. Reimbursement is not available to an employee whose assigned headquarters or home is within 10 miles of the duty point.
- F. Non-Overnight Travel (Meals Only) 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.
- G. 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.

H. **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.**

I. An employee may be reimbursed for travel expenses incurred as a result of attempting to conduct official state business, provided sufficient documentation is included with the travel voucher, if:

1. A natural disaster or occurrence happens; or
2. The employee becomes ill or has a personal emergency.

IV. Seminars and Conferences

A. Employees attending seminars and conferences that are not conducted by WSD must have prior approval as outlined in OP-07.21, "Conference Travel." The Application for Conference Attendance form (HD-024) is located on the WSD share drive (WSDPublic/Confattend). This form may also authorize reimbursement to the employee for conference registration fees and related costs. The approved conference form must be attached to the travel voucher along with receipts. When attending a conference or seminar, the travel voucher must clearly state the purpose and benefit to WSD. This includes, at a minimum, listing the workshops and/or training sessions that were attended daily in the Record of Transportation and Duties Performed section.

B. The business office must be notified of WSD conferences, trainings, or seminars. A list of participants must accompany this notification so that if special funds are set aside to cover these costs, the travel vouchers will be coded accordingly.

V. 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 GSA Federal Regulations. Copies of the rates are available 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 and itemized meal receipts must be attached.
2. The first and last day meal allowances are limited to GSA rates for one-day trips. Reimbursements are only for actual expenses, not to exceed the GSA rate.

3. The occupancy taxes are listed as incidental expenses. State taxes are reimbursable.

## VI. Transportation

### A. Commercial Aircraft

1. The superintendent's office is authorized to make all airfare reservations for WSD employees or grant approval, in writing and prior to travel, for an employee to secure airfare.
2. If a travel agency is used to make flight reservations, the traveler must be identified as a "Windham School District employee" not as a "TDCJ employee."
3. Employees may be reimbursed for baggage charges for one personal bag and any WSD items that must be checked in. Two or more personal bags are considered excess baggage and will not be reimbursed. These charges are paid by the employee at the time of check in.
  - a. For personal baggage charge, a receipt must be attached to the travel voucher.
  - b. For WSD items, a receipt must be attached to the travel voucher. WSD items must be identified in the Record of Transportation and Duties Performed section of the travel voucher.
4. Newly hired employees that travel by commercial aircraft to attend New Hire training may be reimbursed for their return flight, provided it was the most cost-effective method of transportation. An official receipt must be submitted with the travel voucher.

### B. Rental Car

1. An employee may claim the actual cost of renting a vehicle to conduct official WSD business, up to the current State of Texas contract rate.
2. Rental of premium cars is not reimbursable. The employee must pay charges for upgrades.
3. Due to added cost, an employee must refuel the car before returning it to the rental company.
4. When renting a vehicle under the State of Texas contract, the daily rate includes both Loss Damage Waiver (LDW) and liability coverage. Renting a vehicle from a non-contract rental vendor may not include insurance in the base rate. LDW and liability coverage should be purchased and are

reimbursable. Liability insurance supplement, Personal Accident insurance, Safe Trip insurance, or Personal Effects insurance are not reimbursable. Contact the business office for questions related to renting a vehicle.

5. Receipts for vehicle rentals 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 intranet under the BUS tab to assist in determining if a rental car is practical. Rental car availability, employee proximity to a rental location, and whether the rental location is in the direction of travel must be considered to determine the most economical travel. Please note in the body of the travel voucher explaining the mileage decision and why a rental was not practical, if applicable. When applicable, the "Rental Car vs. Mileage Calculator" sheet must be attached to the travel voucher. Please refer to the mileage section for online mapping calculations.

*Note:* If the rental car option is determined to be more economical than mileage reimbursement, a supervisor can also approve the option for the employee to drive their personal vehicle but receive a reduced mileage reimbursement at the rental car rate.

#### C. State Vehicles

When conducting official business in a WSD or state vehicle, the employee may claim reimbursement for parking fees and taxes, and tolls. Receipts are required and must be attached to the travel voucher.

### VII. Advance Travel

#### A. Eligibility

Employees may request advance travel funds for overnight trips. 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.

Employees may only have one "Advance Travel" voucher opened at a time. "Corrected Advance" vouchers must be received and cleared prior to an employee requesting additional advance funds.

#### 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.

2.
  - 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.
3. The voucher should be submitted to the business office at least **two weeks prior** to the trip and be signed by the employee, supervisor, and superintendent.
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 must 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. Overpayments may be reimbursed through payroll deduction, personal check, money order, or cash.
  - b. 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 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).

## VIII. Reimbursable and Non-reimbursable Costs

### A. Reimbursable

1. Commercial transportation fares by taxi, bus, subway, or other mode of transit while on state business;
2. Network transportation fees for Uber, Lyft, etc. if incurred while on state business;
3. Gasoline for state vehicles or rented cars;
4. Toll road charges, if driving a state vehicle or the mileage or rental vehicle cost is reimbursable;
5. Parking and taxes, if driving (1) a state vehicle, (2) a personal vehicle and the mileage is reimbursable, or (3) a rental vehicle and the rental is reimbursable. However, if an employee chooses to take their personal vehicle in lieu of a state vehicle or rental vehicle and carpooling was not an option, the employee may be reimbursed for parking and tolls, as long the decision to drive their personal vehicle did not add any additional cost to WSD;
6. Mandatory service charges for loading and unloading state equipment;
7. Registration fees associated with attending a conference or seminar sponsored by an outside group (proof of payment required).
8. 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.
9. Travel expenses incurred to attend the funeral of another state employee, board member, or member of the legislature may be reimbursed with prior approval from the superintendent.

### 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. Gratuity, bar bills, entertainment, personal telephone calls, laundry, room service delivery charges, and other such miscellaneous expenses;
4. State of Texas hotel tax. A properly completed Texas Hotel Occupancy Tax Exemption Certificate must be furnished to the hotel. State hotel tax may be claimed if the hotel refuses to accept the certificate (must be stated on the travel voucher); and
5. Travel expenses incurred for attending a WSD interview.

C. Other

1. Employees who receive an overpayment for travel expenses will be required to reimburse WSD for the overpayment.
2. Double travel expense reimbursements are prohibited. If an employee's expenses are paid by any entity other than WSD, they are not eligible for reimbursement.
3. Reimbursement is not allowed when an employee is:
  - a. at their designated headquarters;
  - b. absent from designated headquarters for a reason not connected with official duties; or
  - c. away from designated headquarters for a period of less than six consecutive hours.



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