

Private Non-Profit Schools Travel Form & Requirements for Processing Out of Town Professional Development

DO NOT MAKE ANY TRAVEL ARRANGEMENTS UNTIL YOU HAVE WRITTEN DOCUMENTATION OF THE TOTAL APPROVED EXPENSES.

- 1.) At least 30 days prior to the travel, submit a completed "EPISD Private Non-Profit Schools Staff Development Justification Form" to EPISD Budget & External Financial Management Office for approval.
- 2.) Once approval has been received, submit completed and signed "EPISD Private Non-Profit School - Travel Request" to EPISD Budget & External Management Office. Include a conference agenda to verify requested departure and return times.

EPISD Budget & External Management Office will calculate the total approved expenses for the travel and send an approved copy to the campus. You should have approval within 5 working days, if you have not received documentation by the end of the fifth day, please contact your EPISD PNP contact.

- 3.) The traveler makes their own travel arrangements ensuring that the total costs do not exceed those approved. Costs over the amount approved will be the travelers' responsibility.
- 4.) Within 15 calendar days of travel completion, submit the "Private Non-Profit Travel Expense Voucher" to EPISD Budget & External Financial Management Office for processing. See the box below for requirements.

Original receipts required for processing EPISD Travel Expense Vouchers:

- ~ Airline itinerary/receipt - must include traveler's name
- ~ Checked baggage receipt (1 bag maximum)
- ~ Hotel Receipt - must be itemized to include hotel name, traveler's name, room rate, and tax charged per day
- ~ Taxi/Shuttle receipts
- ~ Parking receipts (only if personal auto is used or rental car was approved PRIOR to travel)
- ~ Car rental receipt/gas receipt (only if car rental was approved PRIOR to travel)

Travelers must obtain original detailed receipts and/or supporting documentation for each transaction as proof of the expense. Credit card receipts submitted without the detailed original receipt are not acceptable.

At any time, please contact your EPISD Budget and External Financial Management Office PNP contact with any questions.

Lodging and Meal reimbursements are based on IRS publication 1542 (www.irs.gov). If a location (within Texas) is not listed on the site for in-state travel, the maximum rates will remain at \$93.00 per day for lodging and \$36.00 a day for meals. If an out of state location is not listed, the nearest city or county will be used. NOTE: Conference hotels will only be reimbursed up to the maximum allowable hotel rate for that location.

All receipts must be originals. Receipts submitted with the EPISD Travel Expense Voucher must be accurate and legible. Any unallowable expenses will be deducted from the traveler's reimbursement. Examples of unallowable expenses include but are not limited to: Texas state tax, room rates exceeding IRS Publication 1542's listed rate, room service, laundry, games, movies, tips, personal phone calls, personal use of the internet, unapproved rental car, etc.

Note: Campuses that are tax exempt should provide hotels within Texas with a copy of the campus' State Tax Exemption form.



Private Non-Profit School Travel Request

Must be Submitted to Budget & External Financial Management Office 30 Days Prior to Trip

SECTION A: TRAVELER'S INFORMATION (Please Print)

Name: _____ DOB: _____

Mailing Address: _____
(Traveler's address is required to ensure reimbursement is mailed to the correct address)

PNP
School: _____ Traveler Phone # _____

EPISD Will Reimburse: Traveler

SECTION B: CONFERENCE INFORMATION (Please Print)

Name of Conference: _____

Location: _____ Exact Dates of Conference: _____

Departure Date: _____ Requested Departure Time: _____

Return Date: _____ Requested Return Time: _____

Flying Driving Designated Driver: _____

NOTE:

- You must include a conference agenda to verify allowability of dates and times.
- Reimbursement option, Departure/Return dates and Flying/Driving options cannot be changed once the Travel Request is approved; any changes are made at the traveler's expense.
- EPISD will not cover the cost of airfare overages; booking less than 21 days from travel date, flight changes, early boarding, or more than one checked bag.
- Hotel costs, meals, etc. for any extra days prior to or after the actual conference date are not authorized.
- If driving, mileage cost must be equal to or less than airfare cost; only one designated driver per trip. Mileage is calculated by most direct route through MapQuest.
- The EPISD Travel Expense Voucher must be turned in, with complete documentation, within 15 calendar days of the end of the travel.
- Religious conferences or sessions will be reimbursed on percentage of secular sessions attended.

BY SIGNING THIS FORM, I ACKNOWLEDGE AND ACCEPT THE EPISD BUDGET & EXTERNAL FINANCIAL MANAGEMENT OFFICE TRAVEL RESTRICTIONS AND REQUIREMENTS, AND SHOULD ANY EXPENSE RELATED TO THIS ACTIVITY BE DEEMED UNALLOWABLE BY THE TEXAS EDUCATION AGENCY, I UNDERSTAND THAT I WILL BE REQUIRED TO REPAY THE EL PASO INDEPENDENT SCHOOL DISTRICT FOR THE EXPENSE. ANY COSTS OVER AND ABOVE "THE TOTAL APPROVED EXPENSES" WILL BE MY RESPONSIBILITY.

Traveler's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____