

## **WFISD TRAVEL REGULATIONS AND CREDIT CARD USE REGULATIONS**

### **WFISD CREDIT CARD PROGRAM**

- Program Administrator: Carol Matthews, Administrative Assistant for the CFOO, Education Center room 208, 235-1003, [cmatthews@wfid.net](mailto:cmatthews@wfid.net). Responsible for credit limit management, card issuance, lost or stolen cards, and general questions concerning the card program.
- Budget Manager: Director, Principal or other person who is responsible for the budget that will fund the travel expenses charged to the specific card. Responsible for complying with regulations concerning proper use of credit cards by all persons traveling on their budgeted funds. This person must approve all travel requests drawing on their budget before any travel arrangements may be made.
- Travel Buyer: Donna Vogt, Education Center room 105, 235-1017 (reports to Laura Lee Brock, Director of Finance). Responsible for reservations, registrations and other travel assistance, including questions concerning authorized use of credit cards and travel procedures.
- Accts Payable-Travel: Beverly Wyatt, Education Center room 101, 235-1015. [bwyatt@wfid.net](mailto:bwyatt@wfid.net) (reports to Laura Lee Brock, Director of Finance). Responsible for reimbursements of mileage and meal allowances after completion of travel and payment of credit card charges.
- JPMorgan Chase Bank: State Procurement Card program MasterCard agent. For lost or stolen cards call 1 (800) 316-6056. Also notify the Program Administrator.

By accepting a district credit card, the employee agrees to comply with all regulations contained herein. Any unresolved disputes which result in unauthorized charges to the credit card may result in payroll deduction from the employee in the full amount of the unauthorized charge at the discretion of WFISD.

The cardholder agrees to safeguard the credit card and to immediately report a lost or stolen card to the Program Administrator and to JPMorgan Chase Bank.

The primary cardholder (campus principal, director, etc.) accepts responsibility to assist in resolving any unauthorized charges made by other persons (secondary cardholders-teachers, staff, etc.) to whom he/she has given permission for use of their assigned credit card(s). Additionally, the primary cardholder will collect from the secondary cardholder a list of all charges made with the card and accompanying receipts. Use of a log envelope is recommended for this purpose (contact Travel Buyer or Beverly Wyatt).

The primary cardholder agrees to reconcile the monthly billing for their assigned credit card to ensure that all charges are authorized and that all charges are supported by original receipts, and to assist in resolving questionable charges and billing errors (use log envelope-contact Travel Buyer or Beverly Wyatt). Log envelopes with all receipts must be submitted to Beverly Wyatt, Accounts Payable-Travel, at the end of each billing period. The primary cardholder will receive a memo statement from JPMorgan Chase Bank at the end of the billing period with all charges listed. This information will also be available at any time during the month by accessing the JPMorgan website for "Smart Data On Line". This statement should be reconciled to the log envelope and original receipts before submitting to Beverly Wyatt for payment. **Note: The primary and/or secondary cardholders should retain copies of all original receipts to attach to the Travel Request when trips are completed.**

**Before using the credit card *or* expending funds by other methods, the traveler must:**

1. Summarize estimated travel costs on a WFISD Travel Request form.
2. Obtain approval by the Budget Manager evidenced by his (her) signature on the form. If the form is processed electronically, the Budget Manager may send the form to the Travel Buyer as evidence of their approval or may e-mail their approval.
3. Submit the form to the Travel Buyer. Attach other forms as they apply: hotel reservation, airline reservation, rental car request, registration payment request, and meal allowance worksheet.

**Receipts that detail the items purchased are always required for credit card transactions.**  
*The signature ticket does not satisfy this requirement.*

**Authorized uses of the card, in general, are listed below.**

1. Registration fees
2. Hotel accommodations
3. Vehicle rentals for business purposes (not for personal convenience or entertainment)
4. Shuttle buses and other forms of local transportation needed for business purposes. Caution: although these are authorized uses of the card, not all vendors will accept a credit card. In these cases, the traveler must be prepared to pay from personal funds and be reimbursed after the trip.
5. Airline tickets, but as purchased by the Travel Buyer ONLY.
6. Parking  
Uses and restrictions for each specific card are listed on the "Employee Procurement Card Agreement" signed by the employee when the credit card was issued.

**Additional authorized uses for certain specific cards:**

7. Gasoline, if used in a district vehicle or a rental car (not a personal car eligible for a mileage reimbursement)
8. General purchases of goods and services. However, using the credit card as the method of payment does not circumvent or replace any district purchasing regulations.

**Unauthorized uses of the card, in general, are listed below.**

1. Personal items of any kind, including movies provided by hotel services.
2. Meals, if eligible for per diem reimbursement in connection with travel. For example, personal payment arrangements must be made for any hotel room service utilized so that the charge will not appear on the bill paid with the district credit card.
3. Gasoline or other vehicle expenses, if eligible for a mileage reimbursement.
4. Purchase of any goods or services in violation of district purchasing policies/procedures requiring bids, quotes and/or purchase orders.

**Receipts**

**1. For registrations - required**

- Receipt documentation will be provided by the Travel Buyer if registration is made through that office. However, see the Registration Payment Request form for details of information needed by the Travel Buyer.
- If paying registration personally or with a campus/director district credit card, submit a copy of the event registration form which shows the amount as the receipt. If the amount is not printed on the form, attach a copy of other event information that details the amount.
- If on-line registration paid personally or with a campus/director district credit card, submit a screen print of the screen that includes event name and dates, attendee's name, amount (also payment status, if provided) to serve as the receipt.

## 2. For public transportation - required

- **Air travel.** Tickets must be booked by the Travel Buyer only (exception: Superintendent, CFOO, Asst Supt. For Curriculum). See the Airline Reservation Request form. The Travel Buyer will provide the receipt documentation when providing the itinerary: copy of the ticket, or screen print of the e-ticket information that includes itinerary, traveler's name and amount, and the nature of the ticket – non-refundable, non-transferable, etc.
- **Shuttle buses, taxis, local buses.** Paper receipts are required if charged to the district credit card. Paper receipts are also required for personal payments to be eligible for reimbursement after the trip.
- **Rental vehicles**-use invoice received at the counter upon turning in the vehicle. Any charges for gasoline must appear on that invoice copy. Charges billed at a later date will not be eligible for reimbursement. School districts are exempt from Texas state tax. Present the exemption certificate (available from the Travel Buyer) when picking up the vehicle.

## 3. For mileage reimbursement – required

WFISD uses the Texas State Comptroller's website for official number of miles. Submit a screen print from this site showing number of miles as the receipt to claim reimbursement after the trip. Reimbursement is for round trip between cities only; any miles driven within the destination city will not be reimbursed. For the fiscal year September-August, WFISD will use the state rate in effect on September 1.

## 4. For hotels – required

- An itemized hotel bill is required. The bill provided under the room door for “express” checkout is generally not acceptable unless it shows the payment balance due to be zero and all costs have been listed. For example, the “express” bill may not include the last day of hotel parking, but checking out at the desk would include it. Also, any snacks removed from in-room refrigerators, etc., would appear on a later billing.
- For hotels in Texas, state tax should not be listed on the bill because school districts are exempt. The traveler must present an exemption certificate (available from the district Travel Buyer) upon check-in. However, school districts are not exempt from City and other local taxes. For hotels outside of Texas, the exemption from state tax does not apply, although some hotels will honor the exemption. See also the section of this guide regarding use of on-line hotel search engines.

## WFISD TRAVEL PROGRAM

### **TRAVEL FORMS – available on the district website.**

1. WFISD Travel Request
2. Hotel Accommodation Request
3. Registration Payment Request
4. Meal Allowance Worksheet
5. Student Travel Meal Allowance Advance Request
6. Airline Reservation Request
7. Rental Vehicle Reservation Request

### WFISD Travel Request Form

This form summarizes the trip and provides the required approval signatures and budget codes. It must be submitted to the Travel Buyer prior to the trip with any necessary other travel-related form (registration, hotel, etc.) before requests can be processed. If two or more persons are traveling to the same event, riding in the same vehicle, staying in the same hotel, and using the same budget code(s), they can be summarized on one Travel Request. Use the meal allowance worksheet to name the payees for meals, as each traveler will be reimbursed separately for meals. Be sure that both signatures are present at the bottom of the page before submitting the form to the Travel Buyer.

In the “Action Required” section of the form, checking the “Yes” box means that the traveler is requesting that the Travel Buyer complete reservations and/or payment for that item. See other travel-related forms used to provide the information that the Travel Buyer will need and the instructions below.

The section of the Travel Request below the wide black line is used to compute how much to be reimbursed to the traveler(s). Items that have already been paid by the district by credit card, purchase order (to be billed by the vendor), or advanced funds are subtracted from the “Total Expenses” line of the “Actual” column. The remainder is paid to the “Traveler” named at the top of the form, unless there are “Additional Travelers” to be paid meal allowances.

### Registrations

Forms to complete:

1. **Registration Payment Request.** This form is required if the Travel Buyer will be making payment (Box 1, Box 2, or Box 4). This form is optional if the campus/director credit card or the individual will be making payment.
  - The “Originator” of the request is the contact person for the Travel Buyer. Be sure to include the names of other persons attending this event under the same budget funding so that all registrations may be sent in at the same time. Answer the question about other travel expenses for this event.
  - Check one of the four boxes about payment method.
    - i. Box 1: the Travel Buyer will be making the payment. Allow a minimum of two weeks prior to the event registration deadline for this request to be processed.
    - ii. Box 2: the individual will be making the payment, but the Travel Buyer will be reimbursing after the event. When requesting reimbursement, attach this form and a copy of the event registration form to the travel request.
    - iii. Box 3: the campus will be making payment with their district credit card. (Payment by campus check is not allowed.) This form is optional, but may be used by the campus for their records if preferred.
    - iv. Box 4: “Other instructions” might be used if the registration fee must be hand-carried to the event.

2. **Travel Request form**, if travel is required. See instructions above.
3. **Registration form required by the event**, if any. If this will be an on-line registration, make a screen print of the form and complete it on paper. The Travel Buyer will submit the actual on-line registration and denote payment method.

Provide a copy of all forms to the Budget Manager. Make another copy to use as attachments to the travel request when the trip is completed.

## **Transportation**

There are several factors to consider when choosing the mode of transportation of “best value” to the district for a particular trip. The number of travelers, the distance traveled, the start/end times of the meeting, accessibility to the meeting site, and available rental car rates, etc., are all to be considered before selecting the mode of transportation. For example, if only one person is traveling and the distance could reasonably be traveled either by air or by car, the mileage cost might be greater than an airline ticket. But for the same trip, if there are two or more travelers who could ride in one car, the mileage may be less than *multiple* airline tickets. Also, rental car cost (plus gasoline) is sometimes more economical than mileage paid for driving a personal vehicle, and lowest cost should be chosen over personal preferences. The Travel Buyer will assist the travelers in determining the most economical transportation that is reasonable for the trip.

### **1. By Airline**

Forms to complete:

- a. **Travel Request** form including all approval signatures. Minimum lead time prior to departure is twelve business days.
- b. **Airline Reservation Request – required.** The Travel Buyer must make the reservations and purchase the airline tickets. This form is used to request the purchase and communicate travel preferences. Tickets purchased by the traveler individually will not be reimbursed. Campus/director district credit cards may not be used to purchase airline tickets. (Exception: Superintendent, CFOO, Asst. Supt. For Curriculum) Requests that do not meet the minimum lead time of twelve business days must be justified in writing as an emergency purchase and approved by the CFOO prior to submitting the request to the Travel Buyer.

If a ticket is not used due to cancellation of a conference or personal incapacity, the unused ticket must be returned to the Travel Buyer immediately for safekeeping and/or re-ticketing. The unused ticket will be re-ticketed to the benefit of the original budget code if possible, but the original budget code will not be refunded in any case. Additional charges billed to the district to change reservations and/or re-ticket will be charged to the budget code benefiting from the new reservation. However, if the change is due to personal reasons not precipitated by changes in the conference schedule, the additional charges will be payable by the traveler.

### **2. By Private Car**

Forms to complete:

- a. **Travel Request** form including all approval signatures.
- b. **Screen print of mileage calculation** using the district approved mileage rate and the mileage per the Comptroller’s website ([www.cpa.state.tx.us](http://www.cpa.state.tx.us)). Attach this screen print to the Travel Request for documentation. Reimbursable miles are from city to city only. No miles traveled within the city will be reimbursed. For round-trip travel between WFISD and the event, the cost of private car mileage will be compared to the cost of available rentals or other means of public transportation. For trips with multiple travelers, mileage reimbursement will be limited to multiple occupancy vehicles.

### 3. By Rental Vehicle

Forms to complete:

- a. **Travel Request** form including all approval signatures.
- b. **Rental Vehicle Reservation Request** to convey travel preferences and supervisor approval.

If the campus/director credit card or the individual will be making payment, this form is optional, but evidence of the supervisor's approval is required before the reservation is made regardless of how the payment will be made. The district will not reimburse the cost of any insurance that the driver may elect to purchase from the rental car company. Insurance already owned by the district or the driver's personal insurance policy, depending on the circumstances of the accident, will cover any costs billed by the rental car company for property or personal injury.

Rental rates do not include the cost of gasoline. Prior to returning the vehicle, the traveler must refill the gas tank to the level required by the rental car company, and this will be a reimbursable cost to the traveler only if the District credit card is not used.

However, if the traveler fails to refill the tank and the rental car company invoice includes a charge for gasoline at higher-than-market rates, the traveler will be required to reimburse the district for this charge.

A rental vehicle is authorized when it is of best value to the district for the particular use. For round-trip travel between WFISD and the event, the cost of private car mileage or other means of public transportation will be compared to the cost of available rentals. If used only for local travel, there must be a business purpose for the rental, such as transportation from the hotel to the meeting location. The rental must be of best value, that is, less expensive than shuttles, taxis, etc., that would serve the same purpose. The number of travelers to be transported may also have an impact on the calculation of best value.

School districts are exempt from state tax for vehicle rentals within the state. Obtain an exemption certificate from the Travel Buyer to present to the rental car company upon picking up the vehicle.

### 4. By Local Carrier, such as shuttle bus, city bus, or taxi

Forms to complete:

a. **Travel Request** form including all approval signatures. The need for these services with the estimated cost must be noted on the Travel Request at the time the supervisor signs for approval. Paper receipts are required for all types of local carriers. Pre-planning to capture receipts can save time while traveling and provide more assurance that costs will be reimbursable after the trip.

b. **Warning** – Although shuttles, buses and taxis are approved by the district for payment using the district credit card, not all companies will accept our credit cards due to certain restrictions in merchant codes. The traveler should be prepared to pay for these services personally if the card is denied at the vendor location. With proper receipts, the costs will be reimbursed to the traveler after the trip.

### Meal Allowances

The meal allowance for staff for the period September 1, 2008 through August 31, 2009 is \$30 per day for overnight trips. No meal allowance is paid for single day trips without students.

\$6 breakfast

\$9 lunch

\$15 dinner

**No payment of meal allowances will be made before the trip.**

**\*NOTE: If the budget code used for meals is federally funded, receipts for the meals are required and employees will only be reimbursed the lesser of actual meals or per diem. Gratuity will not be included in reimbursement per OMB Circular A-87.**

The meal allowances when staff is traveling with students for single day trips (no overnight stay) per meal are:      \$6 for each meal for staff      **Advance payment of all meal allowances is available (see instructions below).**  
                         \$6 for each meal for students

The meal allowances when staff is traveling with students for overnight trips are:  
                         \$30 per day for staff, as prorated above  
                         \$6 for each meal for students      **Advance payment of student allowances ONLY is available (see instructions below).**

On the day of departure, reasonable travel time must require that the travelers leave town before 6:00 a.m. to qualify for the breakfast meal. On the day of return, reasonable travel time must require that the travelers arrive in town after 6:00 p.m. to qualify for the dinner meal. Meals provided by the hotel, such as continental breakfast, and those provided by the event or third parties at no additional cost do not qualify for the meal allowance.

Forms to complete:

a. **Travel Request** form including all approval signatures.  
b. **Meal Allowance Worksheet** – required for staff travel unaccompanied by students; meals will be reimbursed after the trip – no advances. For overnight trips accompanying students, this form is required for staff, and staff meals will not be advanced. For single day trips accompanying students, this form does not apply; use the Student Travel form.

c. **Student Travel** – required for any student trip with qualifying meals. The “Student Initial” column must be completed during the trip as evidence that the student did attend the event.

*For single day trips*, the accompanying staff names should also be listed on this form with “Staff” noted in the “Student Initial” column. A copy of this form may be used to request the meal advance.

*For overnight trips*, do not list the staff names on this form. List staff names on the Meal Allowance Worksheet. A copy of the Student Travel form may be used to request the meal advance for students.

## **Hotel Accommodations**

For the fiscal year September-August, WFISD will use the state rate in effect on September 1. **\$85 per night plus city and other local taxes** for single occupants is the maximum allowable rate for September 1, 2008-August 31, 2009 for accommodations in Texas. Allowable double occupancy rates are twice the single rate if the second occupant is also traveling for WFISD business. If the second occupant is a spouse or other non-qualifying individual and additional charges above the single rate are incurred, the additional charge must be paid by the individual at the hotel *prior to use of the district credit card* to pay the balance. School districts are exempt from state taxes at Texas hotels. Obtain an exemption certificate from the Travel Buyer before traveling. The certificate must be presented to the hotel upon check-in.

In certain locations outside Texas, different rates are allowable. Go to <http://www.window.state.tx.us/comptrol/san/fm1.html> (select “State of Tx Trvl Info”, then “Out-of-State Meal/Lodging Rates”, then “Domestic Max Per Diem Rates”, then the destination state) to see a list of **the allowances. Applicable state taxes may be added to the rate.**

**\*\*Note:** If the budget code used for the travel is federally funded, hotel rates may not exceed the \$85 state rate or the out-of-state rate per the given website, even though it may be a conference rate that would otherwise be approved by WFISD policy. Cost in excess of the \$85/person/night or the out-of-state rates/person/night must be paid from local sources (usually fund code 199).

No personal items (movies, personal phone calls, valet service, etc.) or food items (room service, in-room snack inventory, etc.) are authorized for purchase through the hotel bill. None of

these unauthorized items should appear on the itemized bill. If the hotel has inadvertently billed these costs to the room, the bill must show a credit for the individual's personal payment of these charges before the payment by the district's credit card can be used for the balance. Billable internet services are considered personal charges unless a business purpose for internet access is documented with the travel request

If there are designated "conference hotels" for an event, provide a list attached to the Travel Request or the Hotel Accommodation Request and indicate the order of preference. If first preference is not the least expensive hotel, attach a short justification for the preferences. Utilize double occupancy economies whenever possible to ensure that rates do not exceed the district allowable rates. If double occupancy does not cause the conference rate to comply with district allowances, the traveler may be requested to consider alternative hotels or greater occupancy, or to justify the preference of staying in the conference hotel. See also the **\*\*Note above concerning expenditures paid by federally funded grants.**

An itemized hotel bill is required. The bill provided under the room door for "express" checkout is generally not acceptable unless it shows the payment balance due to be zero and all costs have been listed. For example, the "express" bill may not include the last day of hotel parking, but checking out at the desk would include it. Also, any snacks removed from in-room refrigerators, etc., would appear on a later billing. Therefore, if these were not paid personally prior to checkout, a violation of WFISD travel regulations would result.

**Note: A conscious effort should be made to minimize costs. All factors (miles, conference start time, departure time, etc.) should be taken into consideration when determining if an overnight stay is needed.**

#### **Using on-line services:**

Numerous search engines are available, such as Hotels.com and Expedia.com, which can locate accommodations at many different brands of hotels. Generally, these companies have purchased blocks of rooms at various hotels, which they "resell" to the on-line shopper. Rates may change daily or even more often. If the purchase (reservation) was made through one of these search engines, the hotel will not be able to provide a receipt to the traveler because they did not "sell" the room to an individual. Therefore it is imperative that the traveler print a receipt from the website when making the reservation. The receipt must include the traveler's name, the dates of the stay, total price or nightly rate (including all taxes), and paid-in-full status. If the credit card number does not appear on the receipt, write in the district card number used, or designate that it was paid with a personal credit card. Hotel charges without a printed receipt cannot be reimbursed by WFISD and must be refunded by the traveler if charged to a district credit card. If the traveler should use hotel parking, internet access or other on-site billable services, these will appear on a separate bill directly from the hotel. Be sure to acquire the final billing and receipt on these charges also.

There are also websites for numerous hotel chains that can locate accommodations in their hotel in a specified city. Ensure that the rate quoted on-line is less than the rate obtainable by phone or fax, since special rates may apply for your event. Also check that the on-line reservation does not require the payment of state taxes, whereas the phone/fax reservation would not include state tax. Print the receipt from the website, since it *may not* be available upon checkout if purchased on-line.

Forms to complete:

- a. **Travel Request** form including all approval signatures.
- b. **Hotel Accommodation Request.** This form is required if the Travel Buyer will be making the reservations. This form is optional, but recommended, if the traveler is making their own reservations.

## **Applying for Reimbursement**

After the trip is completed, the Travel Request form, all receipts (legible copies or originals), Meal Allowance Worksheets (one for each traveler), copy of the event brochure, and any other forms or information pertinent to computation of the reimbursement must be submitted to Accounts Payable-Beverly Wyatt. If a district credit card was used, a copy of all credit card itemized receipts must also be submitted to the Budget Manager or other person from whom the card was checked out.

**HOTEL ACCOMMODATION REQUEST**

Attach Travel Request form with "Estimate" column and all approval signatures completed.

**Originator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Budget Code:** \_\_\_\_\_ **Campus/Dept.** \_\_\_\_\_

**Note:** Every effort will be made to acquire the accommodations requested on this form. However, the most economical use of district funds is a priority. If adjustments to your request will result in savings to the district, you will be notified of proposed changes prior to making reservations.

**Name of event:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Check-in date** \_\_\_\_\_ **time** \_\_\_\_\_ **Check-out date** \_\_\_\_\_ **time** \_\_\_\_\_

**Hotel – Attach list of event hotels if available:**

**1<sup>st</sup> choice** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**2<sup>nd</sup> choice** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**3<sup>rd</sup> choice** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Roommate name(s):** \_\_\_\_\_

**Type of room (circle):** Single      Double      King      Other \_\_\_\_\_

**Special requests (circle):**    Upstairs      Downstairs    Near exercise facility, pool, or \_\_\_\_\_  
Smoking      Non-smoking      Other needs: \_\_\_\_\_

**Parking required?**    Yes      No      **Guaranteed late arrival required?**    Yes      No

**Internet connection required for business use?**      Yes      No

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**CONFIRMATION**

**Hotel reserved:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Hotel contact person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**See highlighted notations above for room reservation details.**

**Internet connection (circle):** Not available    Free Wireless    Wired-cost \$ \_\_\_\_\_

**Confirmation no.** \_\_\_\_\_ **Nightly rate** \$ \_\_\_\_\_

**Credit Card no. for reservation** \_\_\_\_\_ **24-hr parking rate** \$ \_\_\_\_\_

**Reservation completed by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REGISTRATION PAYMENT REQUEST**

**Originator** \_\_\_\_\_ **Campus/Dept.** \_\_\_\_\_ **Date** \_\_\_\_\_

Event Title \_\_\_\_\_ Date(s) \_\_\_\_\_ thru \_\_\_\_\_

Registration is payable to \_\_\_\_\_

Due Date for lowest cost registration fee \_\_\_\_\_

Other persons to register for this event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will other travel expenses be incurred for this event (mileage, meals, etc.)?** Circle one Yes No  
If yes, attach WFISD Travel Request form.

**Check one for payment method:**

- Payment by WFISD of registration is requested by the above due date. Attach any required registration forms to this request.
  - o On-line: web address \_\_\_\_\_
  - o By mail: address \_\_\_\_\_
- I (or each traveler) will pay registration fees personally and request reimbursement after the event is completed.
- The campus/director will pay registration fees with a district credit card.
- Other instructions \_\_\_\_\_

Budget Code: \_\_\_\_\_

Budget Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Business Office Use Only***

|                       |                      |               |
|-----------------------|----------------------|---------------|
| Credit Card no: _____ | Date completed _____ | Initial _____ |
| Check no: _____       | Date mailed _____    | Initial _____ |
| P.O. no: _____        | Date completed _____ | Initial _____ |

## Meal Allowance Worksheet

**Breakfast will qualify on the departure date if leaving before 6 a.m. Dinner will qualify on the return date if returning after 6 p.m. Meals provided by hotels or conferences will not qualify for the allowance. - Per WFISD Travel Policy**

**Meal Allowances for employees will be reimbursed after the trip only (NO "ADVANCES") except for day trips accompanied by students (use Student Meal Allowance worksheet).**

Name: \_\_\_\_\_ Leaving @ \_\_\_\_ a.m./p.m Returning @ \_\_\_\_ a.m./p.m.

Event: \_\_\_\_\_ Budget Code: \_\_\_\_\_

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

| Date           | Meal Entitlement Value | Actual Meal Cost |
|----------------|------------------------|------------------|
| ____/____/____ | Breakfast (\$6)        |                  |
|                | Lunch (\$9)            |                  |
|                | Dinner (\$15)          |                  |

Total Entitlement \_\_\_\_\_ Total Actual Cost \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Reimbursement: \_\_\_\_\_

**STUDENT TRAVEL**

Event: \_\_\_\_\_ Dates \_\_\_\_\_ through \_\_\_\_\_

Sponsor: \_\_\_\_\_ Signature: \_\_\_\_\_

|     | <b>Student Name</b> | <b>Total @<br/>\$6/meal</b> | <b>Student<br/>Initial</b> |
|-----|---------------------|-----------------------------|----------------------------|
| 1.  |                     |                             |                            |
| 2.  |                     |                             |                            |
| 3.  |                     |                             |                            |
| 4.  |                     |                             |                            |
| 5.  |                     |                             |                            |
| 6.  |                     |                             |                            |
| 7.  |                     |                             |                            |
| 8.  |                     |                             |                            |
| 9.  |                     |                             |                            |
| 10. |                     |                             |                            |
| 11. |                     |                             |                            |
| 12. |                     |                             |                            |
| 13. |                     |                             |                            |
| 14. |                     |                             |                            |
| 15. |                     |                             |                            |
| 16. |                     |                             |                            |
| 17. |                     |                             |                            |
| 18. |                     |                             |                            |
| 19. |                     |                             |                            |
| 20. |                     |                             |                            |
| 21. |                     |                             |                            |
| 22. |                     |                             |                            |
| 23. |                     |                             |                            |
| 24. |                     |                             |                            |
| 25. |                     |                             |                            |
| 26. |                     |                             |                            |

**Note: A roster initialed by students may be substituted for this form, or attach additional forms as needed.**

## AIRLINE RESERVATION REQUEST

Attach Travel Request form with "Estimate" column and all approval signatures completed.

**Originator** \_\_\_\_\_ **Campus/Dept.** \_\_\_\_\_ **Date** \_\_\_\_\_

Event Title \_\_\_\_\_ Date(s) \_\_\_\_\_ thru \_\_\_\_\_

**Budget code** \_\_\_\_\_

A minimum lead time of two weeks prior to the departure date is required for this request so that tickets may be purchased economically. A maximum lead time of two months is recommended. Reservations honoring the preferences chosen below will be acquired if available. However, the most economical use of district funds is a priority. If adjustments to your request are necessary, the Travel Clerk will notify the originator of proposed changes before completing the reservations.

Names for ticketing (if more than 6, use back of form). Indicate window seat or aisle for each (W or A).

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**Preferences:**

Airline: \_\_\_\_\_

**Outgoing Departure:**

Airport: \_\_\_\_\_

Times between \_\_\_\_\_ on date \_\_\_\_\_  
and \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

Changing planes-Airport: \_\_\_\_\_

**Outgoing Arrival:**

Airport: \_\_\_\_\_

Times between \_\_\_\_\_ on date \_\_\_\_\_  
and \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

**Returning Departure:**

Airport: \_\_\_\_\_

Times between \_\_\_\_\_ on date \_\_\_\_\_  
and \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

Changing planes-Airport: \_\_\_\_\_

**Returning Arrival:**

Airport: \_\_\_\_\_

Times between \_\_\_\_\_ on date \_\_\_\_\_  
and \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

-----  
**CONFIRMED FLIGHT INFO**      Reserved by \_\_\_\_\_ Date \_\_\_\_\_ Card No. \_\_\_\_\_

**Outgoing Departure-Airline:** \_\_\_\_\_

Airport: \_\_\_\_\_

Time: \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

Changing planes-Airport: \_\_\_\_\_

Refundable Y N      Transferable Y N

**Returning Departure-Airline:** \_\_\_\_\_

Airport: \_\_\_\_\_

Time: \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

Changing planes-Airport: \_\_\_\_\_

**Outgoing Arrival:**

Airport: \_\_\_\_\_

Time: \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

**Returning Arrival:**

Airport: \_\_\_\_\_

Time: \_\_\_\_\_ on date \_\_\_\_\_

Flight number: \_\_\_\_\_

## RENTAL VEHICLE RESERVATION REQUEST

**Driver's Name** \_\_\_\_\_ **Campus/Dept.** \_\_\_\_\_ **Date** \_\_\_\_\_

Event Title \_\_\_\_\_ Date(s) \_\_\_\_\_ thru \_\_\_\_\_

Supervisor's Approval Signature \_\_\_\_\_

A rental vehicle is authorized when it is of best value to the district for the particular use. For round-trip travel between WFISD and the event, the cost of private car mileage or other means of public transportation will be compared to the cost of available rentals. If used only for local travel, there must be a business purpose for the rental, such as transportation from the hotel to the meeting location. The rental must be of best value, that is, less expensive than shuttles, taxis, etc., that would serve the same purpose. The number of travelers to be transported may also have an impact on the calculation of best value.

**The vehicle will be used for:**

- Round-trip travel between WFISD and the event. *Price comparison:* if a private vehicle were used instead, the mileage cost per the Comptroller's website would be \$\_\_\_\_\_.
- Local travel in the event city. Describe business purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Price comparison:* is shuttle service available? Y N If yes, what is the cost? \_\_\_\_\_

Is taxi available? Y N How many WFISD personnel would be riding? \_\_\_\_\_

**Number of passengers:** \_\_\_\_\_

**Estimated cost of gasoline:** \_\_\_\_\_

**Note:** purchase of the rental company's insurance will not be reimbursed.

**Type of vehicle requested:**

- Economy    Intermediate    Full-size    Minivan    SUV    Passenger Van    Cargo Van

**Pick-up site**    Wichita Falls    Airport \_\_\_\_\_    Other \_\_\_\_\_

**Return site**    Wichita Falls    Airport \_\_\_\_\_    Other \_\_\_\_\_

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**CONFIRMATION**

Pick up address \_\_\_\_\_ at time \_\_\_\_\_ on date \_\_\_\_\_

Return address \_\_\_\_\_ at time \_\_\_\_\_ on date \_\_\_\_\_

- Economy    Intermediate    Full-size    Minivan    SUV    Passenger Van    Cargo Van

Unlimited Mileage included?   Y   N   Return with full gas tank?   Y   N

District P.O. Number \_\_\_\_\_

Cost per day \_\_\_\_\_

OR

District Credit Card no.   \_ \_ \_ \_

Reservation completed by \_\_\_\_\_