

SECTION 6: EMPLOYEE TRAVEL

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What's New

- Travel Request Form - Laserfiche
- Gratuity/Incidentals
- Exhibit 6-06 Travel Request Form

General Information

It is the policy of the District to reimburse employees for all allowable business travel expenses incurred while conducting authorized District business.

Centralized Travel Services

The District Travel Specialist should be used to assist the campuses and departments with the task of making travel arrangements. The District Travel Specialist is available for reserving and purchasing air travel, hotel rooms and rental cars. The Travel Specialist is familiar with the District's travel policy. Failure to utilize the District Travel Specialist may result in non-reimbursable expenses. Exceptions may be approved only by the Superintendent.

Definitions

- In- District Travel - All travel within the District's boundaries
- Local Travel – All travel within the Region 4 Education Service Center's boundaries
- Out-of-District Travel – All other travel outside other District's and Region 4 Education Service Center's boundaries

Forms

All forms referenced in this section can be located at **GPISD Home Page-Departments-Business Services-Procedures & Forms** or <https://galenaparkisd.com/Page/8110>.

Board Policy

Travel guidelines are established to adhere to Internal Revenue Service (IRS) regulations and the following Board Policy:

<u>Policy Code</u>	<u>Title: Subtitle</u>
BBG (LEGAL, LOCAL)	Board Members: Compensation and Expenses
CNB (LOCAL)	Transportation Management: District Vehicles
CH (LOCAL)	Purchasing and Acquisition
DBD (LOCAL)	Employment Requirements and Restrictions: Conflict of Interest

DEC (LEGAL)	Compensation and Benefits: Leaves and Absences
DEE (LEGAL, LOCAL)	Compensation and Benefits: Expense Reimbursement
DEE (REG)	Compensation and Benefits: Expense Reimbursement
FMG (LOCAL)	Student Activities: Travel

Advances

The District does not provide advances for Employee travel. A travel card will need to be obtained before the travel takes place to pay the hotel. See "Travel with a District Credit Card"

Air Travel

The District Travel Specialist will make all flight arrangements and pay for the flight using the District's Travel Credit Card. At least 21 days advance notice is needed in order to maximize fare discount requirements. The Travel Specialist will recommend the use of a personal vehicle rather than air transport, where this mode of transportation is practical and cost effective.

Rates for airfare should not exceed the rates stipulated in the Texas Comptroller of Public Accounts' State Travel Management Program (STMP).

All air travel will be by coach/economy class only.

Travelers are expected to accept flights that utilize the lowest fare route. A connecting flight and/or alternate airports may be required to obtain the lowest fare. Flight times, layover times, and meeting times will be considered in arranging the most economical travel schedule. The cost of baggage fees will be considered when comparing airline fares.

Many airlines offer substantially reduced fares when a Saturday evening stay-over is booked. Approval for early arrivals and extended stays at the expense of the District will only be granted if the additional cost for lodging, meals, car rental, etc. is more than offset by reduced airfares.

If an employee desires to book a fare that is not the fare recommended by the Travel Specialist, the employee will be charged the difference between the recommended fare and the accepted fare. **Flight selection based solely upon frequent flyer programs is prohibited.** Purchasing upgradeable fares when penalty and non-refundable fares are available is prohibited. If the Traveler chooses to purchase a ticket with benefits derived from a bonus program, the District will not reimburse the employee for the normal cost of such flights.

When Travelers make unapproved modifications to travel arrangements that result in additional charges, those additional charges will be the responsibility of the Traveler.

Flight itinerary will be emailed to the Traveler. The Traveler will be responsible for printing or obtaining boarding passes and for presenting identification acceptable to the Transportation Security Administration (TSA) and the airlines at time of check-in.

Only the fees associated with the first checked bag/luggage will be paid or reimbursed by the District.

Section 6: Employee Travel

Business and Personal Travel Combined

If an employee combines business with personal travel, the portion of expense constituting the employee's own reimbursable business expense must be separated and reported as such. It may not exceed the amount of reimbursable expense which would have been incurred had the trip been made strictly for business purposes.

Compensatory Time for Travel

When a non-exempt employee is traveling outside of the normal work schedule, compensatory time will be allowed for driver and passengers, regardless of the day traveled.

Expense Reporting and Reimbursement

All travel reimbursement requests must be submitted in Frontline as an Employee Advance/Reimbursement (See Section 15: Frontline for detailed information on entering a Reimbursement) **with the following documents attached.**

- A completed and signed Travel Reimbursement Form (Exhibit 6-01), including **Depart time and Return time.**
- Approved copy of the Travel Request Form
- Adequate **documentation of expenditures** incurred if applicable: (examples below)
 - Itemized hotel receipt
 - Parking receipt
 - Toll receipts
 - Bag/Luggage fee receipt
 - Detailed Rental car, taxi, Uber or shuttle receipt
 - **(Required) Printout from [GSA Website](#) for applicable location**

Movies and incidentals do not meet the IRS interpretation of travel expenditures and are not an allowable reimbursement claim. Charges for personal phones or personal internet usage will not be reimbursed.

Individual versus Joint Expenses – the Travel Reimbursement Form is meant to accurately convey the expenses of individual employees and should not include the expenses of another employee who would otherwise include such expenses on his/her own Travel Reimbursement Form. Two possible exceptions:

- When an employee incurs an expense for service or accommodations, which is shared by another employee at no increase in cost, the amount in full should be included on the Travel Reimbursement Form of the employee paying the expense – which should be the senior employee. Example: a taxi shared by two employees.
- When a senior employee includes the costs for other employees on his/her Travel Reimbursement Form they must include the names of the other employees. Example: Senior employee paying for the cost of a group meal which includes other District employees needs to list their names as well as customers, etc.

All reimbursement requests must be submitted **within sixty (60) days** following the travel date. To be eligible for reimbursement, expenses must be within the limits of established District policies. This travel policy applies to:

- All employee business travel, individual or groups
- District-paid extracurricular student competitions
- Other District travel, except as exempted

Grants

Reimbursement for trips paid for by funds other than local or state may vary. Please consult with the funding source when planning and requesting reimbursement. Reimbursements from other sources shall not exceed the limits described in this manual. (Refer to Federal Programs & Grant Policies & Procedures Manual)

Gratuity/Incidentals

Reimbursements for gratuity/incidentals for business travel expenses incurred **other than meals** (such as valet parking, and hotel attendant) will not exceed the per day limit of \$5 according to the GSA per diem rates. **The Traveler must specify the reason for the expense by documenting it in writing on the Travel Reimbursement Form (i.e. bellman, valet, etc.).**

Ground Transportation

All rental car reservations are booked by the District's Travel Specialist through Enterprise Rent-A-Car and reserved using the District's Account. Reservations needed in areas not serviced by Enterprise Rent-A-Car will be booked by the Travel Specialist and paid using a travel procurement card.

The use of a rental car at a destination must be justified as an economic and/or safety requirement and not as a matter of personal convenience. Vehicles may be rented at a destination when any of the following conditions exist:

- Public or private transportation is not a reasonable alternative.
- District provided transportation is not available.
- Lack of accommodations near a conference or meeting facility requiring the use of an automobile, taxicab or UBER.

Car rental rates will be limited to the rates stipulated in the Texas Comptroller of Public Accounts' State Travel Management Program. The Travel Specialist will determine the best rates for your proposed rental.

As a general rule, an intermediate or smaller model will be rented whenever possible. When three (3) or more employees are traveling together, a full size car is permissible.

The District is insured for rental vehicles. Insurance coverage offered by the rental car companies will not be eligible for reimbursement by the District. Travelers should be aware that they assume personal responsibility and liability any time they drive a vehicle. Any additional insurance a Traveler may want to purchase for their own benefit will be at his/her own expense.

Expenses in the operation of rental cars that are reimbursable include gasoline, toll charges, and reasonable parking charges.

Expenses in the operation of rental cars that are NOT reimbursable include refueling charges for not returning the rental car with the appropriate amount of gas, pre-paid fuel charges, or parking or traffic violation tickets the employee gets while on District business.

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Rental cars are for business use only and should not be used for personal use. District insurance does not cover a rental car used by an employee for personal use. The employee will be responsible for any additional insurance coverage and/or any damage to the vehicle.

Groups, Off-Site Meetings, and Staff Development

Out of District and/or off-site group travel for team building or staff development activities requires approval using the Travel Request Form in Laserfiche.

A group is considered when four (4) or more people are traveling to a common destination for a common purpose. All group functions need prior supervisor approval. If hotels, flights or rental cars will be needed, one person in the group should be chosen to work with the Travel Specialist to secure the best group rates.

Group Travel Requiring Contracts

All contracts shall be signed by the Business Services Department. No other District personnel are authorized to execute or enter into contracts on behalf of the District. By doing so, an individual can be held personally responsible for the obligation. (See Section 4: Purchasing for more information on contracts)

Lodging

All hotel reservations will be reserved and guaranteed by the Travel Specialist using a District Credit Card. Travelers must stay at hotels designated by the Travel Specialist. The Travel Specialist will consider the distance to the business destination, airport, restaurants, etc. in choosing a hotel site. Traveler request will be considered.

- Hotel expenses shall not exceed the true conference rate or the maximum lodging rate based on the General Services Administration (GSA's) federal travel regulation, which can be found on the State of Texas Comptroller of Public Accounts website: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php> Lodging paid with federal money MUST follow the GSA regulation. Please refer to the Federal Programs & Grant Policies & Procedures Manual for more information.
- Standard room accommodation will be provided. Travelers will be required to reimburse the District for any costs related to an upgrade in room accommodation.
- For tax rates in surrounding cities see the [Local Hotel Occupancy Tax Rates](#) (Exhibit 6-02).

Traveler's Responsibilities

The Traveler will receive an email confirming the reservation once it is complete and **must contact the Travel Specialist immediately for any corrections to the reservation**

- Verify all travel details are correct
- **Arrange the payment for the hotel room** by requesting and securing a travel procurement card 2 weeks in advance from the Campus Financial Clerk or Procurement Card Specialist in the Business Services Department
- Notify the Travel Specialist, as well as the hotel, in the event of travel plan changes. Most hotels require cancellation notice within seventy-two (72) hours from the day of scheduled arrival

- The Traveler who does not notify the hotel of a cancellation **will be financially responsible** for the hotel charges at the supervisor's discretion
- Hotel charges not eligible for reimbursement include but are not limited to: movie rentals, internet charges, phone charges, room service, exercise room, and courtesy bar/snack items. Work-related phone or internet charges may be reimbursed subject to the approval of the supervisor
- **Have state tax removed, if charged in error by the hotel**

Hotel Tax Exemption

Educational organizations and their employees traveling on official business of the organization are exempt from the Texas state hotel tax, but the organization and their employees must pay local tax. *The Texas Hotel Occupancy Tax Exemption Certificate* (Exhibit 6-03) must be presented at the time of registration at the hotel

When traveling out of state, District employees or groups are not afforded any tax exemption on hotels (Reimbursement or payment of Texas local or out of state hotel taxes will be made.)

Meal Per Diem for Overnight Travel

Meal expenses shall be in conjunction with overnight travel. Employees will be eligible to receive an amount equal to the dinner per diem allowance for non-overnight trips that extend past the normal eight (8) hour work day. For **overnight travel** within the State of Texas, the maximum allowance for meals including gratuity is the per diem rate published by the United States General Services Administration (GSA) [GSA Website](#) for the applicable location.

Day of Departure and Day of Return will be 75% of the GSA rate. Receipts are not required when an overnight stay is involved and the expenses are to be reimbursed through local funds.

For travel **outside** the State of Texas, the maximum allowance for meals including gratuity is the per diem rate published by the United States General Services Administration (GSA) for the applicable location.

The budget manager has the option of reducing amounts payable to an employee due to budgetary constraints, provided notice is given to the employee prior to the expenses being incurred.

Alcoholic beverages are not an allowable expense.

Meals paid with federal money do not qualify for a per diem, but will be reimbursed based on actual amounts spent up to the GSA amount for the applicable location. Please refer to the [Federal Programs & Grant Policies & Procedures Manual](#) for more information.

Mileage Reimbursement for Use of Personal Vehicle

Mileage reimbursement is allowed when using a personal vehicle for District approved business.

Mileage for In-District travel will be reimbursed by entering An Employee Advance/reimbursement in Frontline with the signed *In-District Mileage Reimbursement Form* (Exhibit 6-04) attached or by entering in the **Mileage Module** in Frontline, **within sixty (60) days** from the date of travel. **For local mileage reimbursement always use the current form, so mileage will calculate at the correct rate.** If the incorrect form is submitted, the reimbursement

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will be denied for corrections. The form documents the date, business purpose of the trip, from/to location, and mileage driven. The mileage should be submitted using the *In-District Mileage Reimbursement Chart* (Exhibit 6-05) for frequently traveled routes or printed directions with mileage from Mapquest.com. See Section 15: Frontline Procedures for entry of an Employee Advance/Reimbursement Request.

When traveling, mileage will be reimbursed from the employee's normal worksite to the business destination. If the travel originates from an alternate site such as an employee's home, the mileage from the home to the business destination will be used if the route is shorter.

The District will use the applicable mileage rate for state employee reimbursement as published by the Texas Comptroller of Public Accounts. The District assumes no responsibility for personal vehicles used for District business. Personal vehicles should not be used for extended trips, as the mileage charge and the time spent driving are not economical to the District.

When a personal vehicle is used for District travel, mileage reimbursement may not exceed the economy class airfare, plus local mileage actually incurred. The cost of most meals, lodging, tolls, etc. in route would not be reimbursable since they would have been avoided had transportation been by air instead of automobile. The maximum reimbursement for the use of personally owned motor vehicles shall be the amount that the employee would have incurred by using the lowest available airline fare.

Non-Reimbursable Travel Expenses

The following travel expenses shall not be reimbursable:

- Travel incurred during an employee's vacation period, except to participate in any special called meeting required by the Superintendent
- Travel to participate in meetings of civic or social associations
- Travel to meetings of professional organizations unless approved by the District
- Travel not elsewhere described as a reimbursable expense

Pre-Approval (Travel Request Form)

All employee travel requests for attendance to conferences, training, professional development, seminars, , or events require pre-approval using the *Travel Request Form* (Exhibit 6-06) through Laserfiche. The new Travel Request form can be found at the following address (Homepage > Staff > District Forms): <https://www.galenaparkisd.com/Domain/5184>

- **Verbal supervisor** approval is required before filling out the Travel Request Form
- The form must be completed in its entirety and approved by all appropriate supervisors and/or administrators **before registrations or reservations can be made**
- **Complete budget code must be entered on the form**
- The form will be routed to the appropriate supervisor based on the requesting employee's position – **Approvers** will receive a notification from noreply@galenaparkisd.com about a new Laserfiche submission waiting for approval, use the link provided in that email with district email and universal password when prompted to log in.

- To ensure securing the best possible cost for flights, hotel rooms and/or rental cars, approved forms should be received by the Travel Specialist at least **sixty (60)** days prior to the travel date
- **All Out-of-state travel or groups of ten (10) or more employees must be approved by the Superintendent**

Overnight travel - all travel involving an overnight stay.

- Enter one request per person, it is not required to list all other employees attending the conference/seminar only the number of employees traveling from your department/campus.
- Name of roommate (if applicable)

Non-overnight travel - all out-of-district travel not requiring an overnight stay. *Exempt from this travel are District sponsored events. Example: Dazzling Diamond and Area Council PTA*

- All employees from your campus/department, attending the same conference, can be listed on one form

Registration Fees for Conferences, Seminars and Courses

Fees for attendance at conferences, seminars, training classes or courses are to be paid with a District Purchase Order, Check Request, or Procurement Card **after** all required approvals are received (See Section 4: Purchasing for more details). Such expenses should be included on an employee's *Travel Reimbursement Form* under the column "Prepaid by District" for informational purposes only. If a registration is paid on behalf of an employee, and the employee is not able to attend (or send a replacement), the employee must make every effort to cancel and request a refund. The employee **will be required to reimburse** the District for the amount paid if no attempt is made to cancel.

In the event of an emergency or unforeseen circumstance, the employee must make every effort to cancel and request a refund. The employee may be required to reimburse the District, (upon budget manager discretion) the amount paid or any cancellation fee imposed by the organization conducting the seminar or course.

Travel with a District Credit Card

Allowable charges when traveling with a District Procurement Card or Travel Card are hotel, parking fees, taxi/shuttle fees, baggage fees (if applicable) and gas (for rental and District vehicles only). Meals are strictly a reimbursable expense and should not be charged on the District credit card.

District Procurement Card

If the Traveler has a District Procurement Card with their name or the campus/department has a generic card available for check out, the Financial Clerk or Budget Manager will need to email the Procurement Card Specialist **at least two (2) days prior to travel** requesting a credit limit increase to accommodate travel arrangements. The email needs to contain the following:

- Last 4 digits of the card that will be used
- Event Name

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- Dates of Travel
- Estimated Amount
- CC Budget Manager

The Financial Clerk will need to provide the Traveler with the PIN number if the campus/department generic card is issued. The Traveler will be responsible for printing out their own Texas Hotel Occupancy Tax Exemption Certificate prior to their trip. The form must be signed by the employee and surrendered to the hotel upon check in to avoid paying state taxes. Failure to provide this documentation to the hotel will cause a delay in the employee's reimbursement request being processed/approved until a tax credit is received from the hotel.

Upon return, all receipts and card (if applicable) will be submitted to the Financial Clerk for processing in Bank of America Works. Receipts must be itemized and should not include tax. If tax is charged on any of the transactions made during the trip the Traveler is responsible for contacting the vendor(s) and requesting a credit or reimbursing the District. Hotel charges not allowed include but are not limited to: movie rentals, internet charges, phone charges, room service, exercise room, and courtesy bar/snack items.

District Travel Card

To request a Travel Card, the Travel Card Request Form (Exhibit 6-07) will need to be completed and submitted to the Procurement Card Specialist at least **two (2) weeks prior** to travel.

The Travel Card will be available for pickup by the time and date the Traveler states on the Travel Card Request Form unless specified otherwise. The Procurement Card Specialist will provide a PIN number for the Travel Card that is issued to the Traveler and a Texas Hotel Occupancy Tax Exemption Certificate (if applicable). The Tax form must be signed by the employee and surrendered to the hotel upon check in to avoid paying state taxes. Failure to provide this documentation to the hotel will cause a delay in the employee's reimbursement request being processed/approved until a tax credit is received from the hotel.

Upon return from the trip, the Traveler must return the Travel Card and receipts to the Procurement Card Specialist for processing in Bank of America Works. Receipts must be itemized and should not include tax. If tax is charged on any of the transactions made during the trip, the Traveler will be responsible for contacting the vendor(s) and requesting a credit or reimbursing the District. Hotel charges not allowed include but are not limited to: movie rentals, internet charges, phone charges, room service, exercise room, and courtesy bar/snack items.


References to Additional Information

Texas Comptroller of Public Accounts' State Travel Management Program (STMP)

Exhibits

Exhibit 6-01: Travel Reimbursement Form

**Galena Park Independent School District
Travel Reimbursement Form**



Date		Budget Code	Amount
Last Name, First Name		Budget Code	Amount
Campus/Department		Position	
Travel Dates and Times			
Departure	Day of Week	Date Departed	Time of Departure
		01/08/19	
Return	Day of Week	Date Returned	Time of Return
Travel Expenditures			
Description	Prepaid by District	Reimbursement Requested	
Mileage	\$	\$	
Airfare	\$	\$	
Lodging	\$	\$	
Meals/Per Diem	\$	\$	
Registration	\$	\$	
Tips & Gratuity, Other Than Meals <small>(No Reimbursement Allowed Using Federal Funds)</small>	\$	\$	
Other	\$	\$	
Total	\$	\$	
Additional Information:			
(Please use this section to provide additional information, such as the name of the person you rode or roomed with, a description of the purpose for any funds requested above in the "tips & gratuity" or "other" section, etc.)			
By signing for reimbursement, I certify that the amount being requested is the actual amount spent.		Employee/Traveler Signature	Date
		X	
Attach this form complete with signature and a copy of all supporting documentation on an Employee Advance/Reimbursement Request in TEAMS within <u>sixty (60) days</u> of the date travel ended. Additional guidance can be found in the Fiscal Procedures Manual Section 6: Employee Travel or contact the Travel Specialist.			

Revised January 2021

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Exhibit 6-02: Local Hotel Occupancy Tax Rates

**LOCAL HOTEL OCCUPANCY TAX RATES
TEXAS CITIES**

Hotel Occupancy Tax is imposed by states, cities, certain counties and special purpose districts on the rental of a room or space in a hotel. Galena Park ISD is exempt from paying the Texas Hotel Occupancy Tax, upon submission of a Texas Hotel Occupancy Tax Exemption Certificate at the time of check-in, but is required to pay the local tax.

Below is a list of the most common cities traveled to for District business and the appropriate Local Hotel Occupancy Tax Rate for each. Please contact the District Travel Specialist (x1018) for rates associated with travel to other cities not listed below.

Please also make note that hotel confirmations provided by the Travel Specialist for travel destinations in Texas include the state tax amount. The Local Hotel Occupancy Tax Rates listed below should be used when calculating the total amount of the hotel check needed.

CITY	TAX RATE	CITY	TAX RATE
Abilene	9%	Irving	9%
Addison	7%	Kerrville	7%
Allen	7%	Killeen	7%
Alice	4%	Lake Worth	7%
Arlington	9%	Lubbock	7%
Austin	9%	Lucas	7%
Beaumont	9%	Manvel	7%
Bedford	7%	McAllen	7%
Brenham	7%	New Braunfels	7%
College Station	9%	North Richland	7%
Comfort	7%	Plano	7%
Corpus Christi	9%	Richardson	7%
Dallas ⁽¹⁾	7% or 9%	Rockwall	7%
Denton	7%	Round Rock	7%
DFW Airport	6%	San Antonio	11%
El Paso	9.50%	San Marcos	9%
Fort Worth	9%	Sinton	7%
Frisco	7%	South Padre	7%
Galveston	9%	Sulfur Springs	6%
Grand Prairie	7%	Waco	7%
Grapevine	6%	Wichita Falls	9%
Houston	11%		

⁽¹⁾ Dallas has two different rates. Please contact the hotel directly to ensure the proper rate is used when requesting a hotel check.

Revised: June 2021

Exhibit 6-03: Texas Hotel Occupancy Tax Exemption Certificate



Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity GALENA PARK INDEPENDENT SCHOOL DISTRICT	Exempt entity status (Religious, charitable, educational, governmental) EDUCATIONAL
Address of exempt organization (Street and number) 14705 WOODFOREST BLVD	
City, State, ZIP code HOUSTON, TX 77015	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature sign here	Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.


Do NOT send this form to the Comptroller of Public Accounts.

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Exhibit 6-04: In-District Mileage Reimbursement Form

Galena Park Independent School District
**In District Mileage
 Reimbursement Form**

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Today's Date: 6/10/2021	Budget Code
Employee Name: 	Campus/Department
Position/Title 	Vendor #:

Date	Purpose	From Location	To Location	Miles	Amount	Toll Amount

1/0/00 - 1/0/00	Total Miles This Page	0	\$	-
	Total Miles Other Pages	0	\$	-
	Total Miles	0 Miles		
	Toll Road Costs	\$	-	-
	Total Reimbursement	\$	-	-


Employee Signature: _____ Date: _____

Attach this form complete with signature on an Employee Advance/Reimbursement Request in **TEAMS** within **sixty (60) days** of the date travel ended. Additional guidance can be found in the Fiscal Procedures Manual Section 6: Employee Travel or contact the Travel Specialist.

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Exhibit 6-06: Travel Request Form



Travel Request Form
Galena Park ISD • (832) 386-1500

Event | Registration | Transportation | Summary

Has your supervisor verbally approved this request?*

Yes No

Event Details

Event Name* **Event Website***

Travel Justification*
What is the goal of this event?

Is this an overnight request?*

Yes No

Event Start Time* **Event End Time***

Hosting Facility Address*

City* **State*** **Zip Code***

Traveler Details

District Username* **@galenaparkisd.com**

First Name* **Last Name*** **Position/Title***

Department/Campus* **Cell Number***

Sub Needed?*

Yes No

Exhibit 6-07: Travel Card Request Form



**Galena Park Independent School District
Travel Card Request Form**

Requesting: Hotel Student Meals Sponsor Meals (if applicable) Gas Parking
 Taxi/Shuttle Other _____

Requestor Information

First Name:	Last Name:
Campus/ Dept:	Cell Number:
Event Name:	Travel Dates:
Pick-Up Time & Date:	

Upon return from trip, the Traveler must submit their Travel Card and receipts to the Procurement Card Specialist for processing. Receipts must be itemized and should not include tax. If tax is charged on any of the transactions made during the trip, the Traveler will be responsible for contacting the vendor and requesting a credit or reimbursing the District.

Estimated Purchases and Cost

Vendor	Description/Purpose	Estimated Cost
Total		\$ 0.00

Budget Code(s) and Budget Manager Approval

Fund	Function	Object	Sub-Obj	Org	PIC	BMgr	Project

Budget Manager Signature: _____ Date: _____

For Business Office Use Only

Card Issued: _____ Travel Specialist Approval: _____
 Amount Loaded: _____ Notes: _____

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