

SECTION 7: STUDENT TRAVEL

Section Contents	Page #
What's New	7-1
General Information.....	7-1
Forms.....	7-1
Board Policy	7-2
Advances	7-2
Student Travel (Fine Arts)	7-2
Transportation.....	7-2
Air Travel.....	7-3
Travel with a District Credit Card.....	7-3
District Procurement Card	7-4
Travel Card	7-4
Exhibits.....	7-5

What's New

- Field Trip Submission Form
- Exhibit

General Information

A field trip is an educational activity conducted away from the school site that is an extension of classroom instruction. Any student trip that is endorsed by the school through funding or the use of the school name constitutes a field trip. All field trips must comply with District policies, regulations and procedures.

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> and **GPISD Home Page-District Forms** <https://www.galenaparkisd.com/Domain/5184>.

Section 7: Student Travel

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>
CNB (LOCAL)	Transportation Management: District Vehicles
CH (LOCAL)	Purchasing and Acquisition

Advances

If cash is needed to be allocated to the students, an Employee Advance/Reimbursement Request must be entered in Frontline with the sponsor/teacher as the Recipient in order for a check to be issued. The sponsor will provide a spreadsheet with the breakdown of students, number of meals to be purchased and the amount allowed per meal as backup to the request. The sponsor will be required to cash the check and allocate the funds to the students. Each student must sign a form that explains how much money they are being provided. The signed breakdown spreadsheet and any remaining funds must be returned to the Business Services Department **within one (1) week** from the date of the trip.

For more information on entering an Employee Advance/Reimbursement Request see Section 15: Frontline Procedures.

As an alternative, a travel card can be obtained before the travel takes place to pay meals. See "Travel with a District Credit Card."

Student meals are at the discretion of the budget manager, but may not exceed the per diem rate published by the United States General Services Administration (GSA) for Houston. [GSA Website](#) (These amounts update October of every year) (Breakfast \$16; Lunch \$17; Dinner \$31) per participant.

Student Travel

For all student travel guidelines see **GPISD Webpage-Departments-Fine Arts-Student Activities-Student Travel**

A *Field Trip Submission Form* (Exhibit 7-01) must be completed at least **three (3) weeks** prior to the field trip. The approved form must be attached to all Check Requests and Requisitions requesting payment for the trip.

Once a trip request has been entered and approved, the form cannot be changed. Notify the budget manager of any changes to the approved trip form, email the travel specialist for overnight travel.

Transportation

Once approval for a trip has been received, a *Transportation Field Trip/ Event Bus Request (Exhibit 7-02)*, located on the GPISD Transportation Department web page link at <http://dev.galenaparkisd.com/trans/>, must be submitted. Students who participate in school-sponsored trips shall be required to travel using the transportation provided by the District to and from the event. Exceptions may be made if the student's parent/guardian requests in writing

that the student be allowed to travel with them. Students are never permitted to transport themselves or other students in personal vehicles to or from school-sponsored trips.

The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

Employees transporting students in school district vehicles or rental vehicles must submit a copy of their insurance and driver's license to the Transportation Department and a copy of their driving record will be requested from the Department of Public Safety.

Private cars shall not be used for any trips without the approval of the Superintendent. A copy of the employee's insurance and driver's license shall be submitted to the building principal who will contact transportation and a copy of the employee's driving record shall be requested from the Department of Public Safety.

Air Travel

In the event that air travel is necessary the District Travel Specialist or a pre-approved tour company will make all flight arrangements.

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

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.

If pre-approved tour company is being used, follow the District contract procedures. (See Purchasing/ Contracts Section 4 page 4)

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).

If meals are not included in a travel package, a Travel Card can be issued by the Campus Financial Clerk or the Procurement Card Specialist in the Business Office. The sponsor will provide the number of students, number of meals to be purchased and the amount allowed per meal not to exceed the per diem rate published by the United States General Services Administration (GSA). [GSA Website](#) (These amounts update October of every year) (Breakfast \$16; Lunch \$17; Dinner \$31) per participant.

Meals purchased by the school for group student travel on authorized school trips are exempt from the sales tax only if the school contracts for meals (this would also apply for banquets for school groups). Meals must be paid for with a District credit card, and the eating establishment must be provided with a [Texas Sales and Use Tax Exemption Certificate \(Exhibit 7-03\)](#). Individual members of the groups may not claim exemption from sales tax on meals they purchase while on a District authorized trip.

Section 7: Student Travel

District Procurement Card

If the Traveler has a District Procurement Card in 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 the trip** 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
- Dates of Travel
- Estimated Amount

The Financial Clerk will need to provide the Traveler with the PIN # if the campus/department generic card is issued. The Traveler will be responsible for printing their own Texas Hotel Occupancy Tax Exemption Certificate (Exhibit 7-04), if applicable, and Texas Sales and Use Tax Exemption Certificate prior to their trip. The form(s) need to be provided to avoid paying state taxes.

Upon return from the trip, all receipts and card (if applicable) should 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.

Travel Card


Travel Cards that are checked out from the Procurement Card Specialist need to be requested at least **two (2) weeks prior** to trip. To request a Travel Card, the Travel Card Request Form will need to be completed and submitted to the Procurement Card Specialist.

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, a Texas Sales and Use Tax Exemption Certificate, and a Texas Hotel Occupancy Tax Exemption Certificate (if applicable).

Upon return from the trip, the Traveler must submit within 7 days the Travel Card, receipts, and student names to the Procurement Card Specialist for processing. Receipts must be itemized and should not include tax or incidental charges. 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.

Exhibits

Exhibit 7-01: Field Trip Submission Form




24-25 Original Copy - Field Trip Submission Form

This form MUST be completed at least 3 weeks prior to all field trips.

Field trips must be approved by:

1. A campus administrator
2. The Director of Fine Arts - Sam Harris
3. If Advanced Academics, Athletics, CTE, Fine Arts or other district level budget is funding the field trip you must also attach a PDF copy of departmental approval.

[Redacted]@gpapps.galenaparkisd.com [Switch account](#) 

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Record [Redacted]@gpapps.galenaparkisd.com as the email to be included with my response

Destination of the trip: *
Ex: Museum of Fine Arts Houston, Texas

Section 7: Student Travel

Exhibit 7-02: Transportation Field Trip/ Event Bus Request

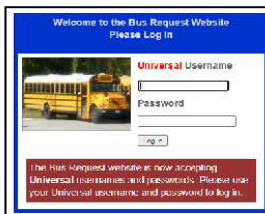
Guidelines for Submitting a Transportation Field Trip/Event Bus Request

All Transportation bus request must be submitted through the GPISD Transportation web page link.

Access GPISD web page/ Departments/ Transportation/ Bus Request Form



Log in using your Universal Login



Upon Entering your user name and password, you will be taken to the bus request form, choose **New Bus Request**. Follow the prompts and completely fill out all of the requested information.



Exhibit 7-02: Transportation Field Trip/ Event Bus Request (continued)

GALENA PARK INDEPENDENT SCHOOL DISTRICT
BUS TRANSPORTATION REQUEST FORM
TELEPHONE: 832-386-2720
FAX: 832-386-2740

Important Information

- All requests need to be routed to Rachel Montgomery, Transportation Dispatcher.
- Requests must be submitted at least ten (10) working days before required service
- Please confirm your trip at www.galenaparkisd.com. Go to District Information, then choose Bus Schedules. (You may also click [here](#))
- It is the responsibility of the requestor to contact Transportation if a request is cancelled after receiving the approximate cost. A minimum cost will be charged if the request is not cancelled 2 working days prior to the scheduled trip.

Submitting another request similar to the last one you submitted today? Click [here](#) to fill in most of the values.

Campus: Date of Request: 07/02/2020
 Organization:
 Sponsor (requestor) name:
 Sponsor (requestor) email: (In case there's a problem with your request)
 Sponsor telephone number:
 Activity:

Note: A separate trip submission is required for EACH DAY of your trip. For example, if you have a 3 day trip, you must submit 3 requests - one for each day.

Depart date	Depart time
<input type="text"/>	<input type="text" value="TBA"/>
Blackout Dates	Return time (this is the time you need to be BACK AT YOUR CAMPUS)
	<input type="text" value="TBA"/> <small>Note: All buses must return to the campus by 1:30 PM unless prior arrangements are made with the transportation department.</small>

Destination:

Destination address:

of buses requested:

of Students:

of Adults:

of trucks:

of vans:

of wheelchair students:

Loading Location:

Budget Codes (preferred, but optional):

➔

Route this request for approval to:

Notes:

Note: A valid district budget code is required in order to successfully submit each Transportation request.

Section 7: Student Travel

Exhibit 7-02: Transportation Field Trip/ Event Bus Request (continued)

The screenshot shows a web interface titled "Preferences". On the left is a navigation menu with links: "Logged in as: mrsca", "New Bus Request", "My Preferences", "Log out", "Home", "Security Support", and "My Reservations". The main content area has a green header "Preferences" and a blue instruction bar: "Setting your preferences will allow the system to 'fill in' some blanks on your bus requests. If you do a lot of bus requests, this can be a time saver and reduce typing mistakes. Please note that any of these fields can be changed at the time you submit your request." Below this are several form fields with explanatory text on the right: "Campus:" (dropdown menu showing "Academy Center for Education", note: "Choose the campus for which you normally request buses."), "Organization:" (text input, note: "The department for which you normally request buses."), "Email:" (text input showing "mrsca@galenaschool.com", note: "Your e-mail address"), "Phone:" (text input, note: "Your contact phone in case there is a question about your request"), "Route Bus Requests to:" (dropdown menu showing "Albion, Andover, Oak - Transportation", note: "Choose the person who will normally approve your bus requests (your principal, director, etc.)"). Below these is a "Valid budget codes" section with a table with columns "Budget Code" and "Description", and an "Add" button. At the bottom right is a "Save My Preferences" button.

The following steps should be followed to ensure that your transportation request is received and processed. All request will route to **Robietta Turner**.

- Request must be submitted at least ten (10) working days before required service
- Confirm you trip by accessing GPISD web page/ Departments/ Transportation/ Bus Schedules
- **It is the responsibility of the requestor to contact Transportation if a request is cancelled after receiving the approximate cost.** A minimum cost will be charged if the request is not cancelled 2 working days prior to the scheduled trip.
- Frequently used budget codes can be saved under Preferences in order to develop a drop-down list to choose from specific to each campus. To access this feature, click on the **Change Budget Code Preference link.**
- In order for the Transportation Department to successfully accomplish our state mandated task of delivering all transportation eligible students to and from school (during the normal school day), it is imperative that trip and event groups strictly adhere to the approved departure and return times.
- In most cases AM or Mid-day trips must return back to school by 1:30 p.m. Late returning trips can adversely affect the ability of the Transportation Department to service our campuses at the appropriate times. Therefore, any trip requests that conflict with state mandated routes will be handled on a case by case basis.
- During the course of the school year it may be necessary to freeze or "blackout" specific dates with known or projected heavy trip or event activity. Additional trip request on these dates may not be allowed due to resource limitations.

NEW: All sponsors/teachers must sign and time-stamp a trip-ticket provided by the bus driver for each trip

For any questions on submitting a bus request, please contact Transportation Department at 832-386-2720.

Exhibit 7-03: Texas Sales and Use Tax Exemption Certification

Form 01-339 (Back)
 (Rev. 4-13/8)

SAVE A COPY CLEAR SIDE

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Galena Park ISD	
Address (Street & number, P.O. Box or Route number) PO Box 565	Phone (Area code and number) 832-386-1008
City, State, ZIP code Galena Park, TX 77547	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Merchandise and/or services being purchased is for the Galena Park Independent School District's own use in providing education, is being made in the name of the District, and that payment will be made from the District's own funds

Purchaser claims this exemption for the following reason:

The State of Texas recognizes the tax-exempt status of Public Schools.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser sign here ▶	Title	Date
---------------------------------	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
 Do not send the completed certificate to the Comptroller of Public Accounts.**

Section 7: Student Travel

Exhibit 7-04 Texas Hotel Occupancy Tax Exemption Certificate



PRINT FORM **CLEAR FORM**

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.