

**MOUNT PLEASANT ISD
TRAVEL ADVANCE GUIDELINES**
7/12

It is the policy of Mount Pleasant ISD to provide travel advances to MPISD employees for non-routine, overnight travel. This would typically include MPISD employees traveling to workshops or MPISD employees traveling with students. A purchase order is used for estimating all travel related expenses. Please read this document in its entirety, as any individual who receives/is responsible for a travel advance will be bound by these terms:

1. Mileage is to be calculated on the MPISD travel chart, mapquest.com or randmcnally.com mileage calculations (if mileage is not available on the District chart). Please attach a copy of the mileage detail from internet site used, if applicable.
2. Hotel costs are advanced to the employee. To support hotel costs/expenses, an original detailed folio (receipt) from the hotel showing the number of people registered/in the room is required documentation when you return. When making reservations, please communicate that you are on official Texas public school business and exempt from the state tax component; be sure to include city and local tax when determining the amounts to be advanced. Some hotels have preferential rates for governmental entities if you ask for that rate. The state approved amount for reimbursement is \$85/person/night. Revised state travel guidance (effective 9/01) provides differing rates for various counties in the state – MPISD will follow the state recommendations for these jurisdictions. Please make every effort to minimize the costs to the district, and if you are unable to find a hotel for \$85/night per person, attach written justification for the excess amount.
3. Meals will be advanced at a maximum of \$30 per day (depending on departure and return times); all supporting documentation (original **detailed** meal receipts issued by the restaurant/vendor showing everything purchased from federal funds) must be presented to the business office upon returning to the District. For advances made from federal grant funds, the per diem is accounted for on a “day by day” basis - amounts **not spent** for any one day do not carry over to the next day, and must be returned to the District. Gratuities cannot be reimbursed from federal funds.
4. Other costs, such as tolls, parking fees, etc. will NOT be advanced. Receipts will be required upon return to the District whereupon a reimbursement will be made to the employee for the actual documented expenditures.
5. Documentation confirming the employee’s attendance at an event (name badge, a copied page from handouts, etc.) must be provided to the Travel Office upon return as well as an agenda.
6. Employees must submit an absence in AESOP that indicates the dates they will be away from school on Professional Leave.

I understand that I must present adequate original receipts (as described above) and any unused funds to my District Travel Office. I understand that I am responsible for ensuring that the Business Office has all this documentation/receipt for returned funds within 7 business days after the travel occurs. Any receipts/amounts not returned by me will be withheld from my next paycheck.

Signed/date