



MOUNT PLEASANT

INDEPENDENT SCHOOL DISTRICT

TRAVEL POLICIES & PROCEDURES

Revised 7/17

MT. PLEASANT ISD

TRAVEL POLICIES & PROCEDURES

Board Policies FMG (Local), BBG (Legal), BBG (Local), DEE (Local), 2 CFR Part 200
Revised 7/17

1. **ALL TRAVEL REQUESTS WILL BE APPROVED BY THE SUPERINTENDENT AND/OR BOARD OF TRUSTEES (for student overnight travel) ONLY.**
2. Student travel shall be in accordance with the guidelines set out in FMG (Local).
3. Board member travel shall be in accordance with the guidelines set out in BBG (Legal) and BBG (Local).
4. Travel Requests must be submitted and approved two weeks prior to the **registration** deadline.
5. All travel requests are to be submitted as a requisition in Sungard. Travel requests for student travel overnight must be submitted to the Superintendent's secretary to be included on the monthly Board agenda. Overnight travel for students is required to be approved by the Board (FMG Local).
6. Travel Requests must include answers to the questions in line item 1: Who (if employees, include names), When (include dates & times), Where, Why, and How Many (students). Use the form on page 19 to answer these questions.
7. Travel Request Sungard input instructions
 - a. **Approval Group**—Must be a "TRAVEL" approval group (i.e. 001TRAVEL)
 - b. **Date Requested**—Should be 2 weeks prior to registration deadline
 - c. **Vendor Code** – *All line items require a vendor number if multiple vendors are being used.* Call the Accounts Payable Coordinator in the Accounts Payable Office to set up vendor number if one is not available. She will need the name, address and phone number. Vendors must have a Conflict of Interest questionnaire, Felony Conviction notice and W-9 (non-employees only) on file. Vendor numbers will be assigned once a day.
 - d. **Freight** – None
 - e. **Comments** –Purpose, dates & location
 - f. **Buyer** – Person typing the travel request
 - g. **Attention** – Enter campus name/person traveling
 - h. **Ship Code** – 805
8. Transportation
 - a. Pay To – Employee, Durham Transportation, Enterprise (for rented vehicles) or Transportation (for District van) – include vendor number.
 - b. Include Departure Date and Time & Return Date and Time
 - c. Buses & Vans--specify number of students, number of busses needed, driver needs, & mileage [refer to Google maps] for Durham busses. Employees driving District buses or vans are subject to random drug tests.
 - Van – call Enterprise or no charge for District van
 - Bus - \$28.75 per hour

- d. Personal vehicle use is .50 cents per mile. When multiple employees on the same dates with the same itinerary are traveling, they must coordinate travel. When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage.

Texas Government Code Section 660.044

- e. Miles will be calculated and paid according to Google maps. Please attach a copy of the mileage from the internet site used.
- f. Separate line items must be submitted along with appropriate vendor numbers for Airfare and Rental Car. In order to use the TCARD to make airfare or rental car reservations, there must first be an approved purchase order for the trip. Additional TCARD information is on page 11. Parking fees **will not be advanced**. Employees must pay for parking out of pocket and return receipts for reimbursement. Valet parking is NOT reimbursable if self parking is available. For rentals, employees may check out an MPISD fuel card from the Accounts Payable Coordinator. Receipts must be returned for fuel card usage. Be sure to return all *signed* receipts for these items. **NO RECEIPT=NO REIMBURSEMENT**.
- g. The MPISD auto insurance includes liability coverage for rental cars up to policy limits. A charge for supplemental liability coverage, personal accident insurance, safe trip insurance or personal effects insurance is not reimbursable. Only MPISD employees may drive cars rented in the name of the District.
- h. Non-exempt employee travel time—According to FLSA 29 C.F.R. 785.41, “if a non-exempt employee is driving a vehicle, the time is compensable regardless of when the travel occurs.” “Traveling as a passenger on an airplane, train, bus or in an automobile is not compensable time if it occurs outside of normal working hours.” (FLSA 29 C.F.R 785.37 & 785.39). Therefore, if non-exempt employees are traveling with exempt employees, the exempt employee will be required to drive. Non-exempt employees and supervisors will be responsible for proper time documentation into the KRONOS system for the compensable hours during any travel period.

9. Meals

- a. Pay to – Employee name and vendor number. If several employees are attending, one check will be cut to the designated person and all other staff **MUST** sign for the money received for their meal per diems. Signature sheet must be returned to the Accounts Payable Coordinator as documentation.
- b. \$30.00/day Employees-Overnight trips only.
 - 1) Leave before 6:00 am to receive \$6.00 for breakfast
 - 2) Leave before 11:00am to receive \$9.00 for lunch
 - 3) Return after 7:00pm to receive \$15.00 for dinner
 - 4) Meals covered in the seminar registration fee or provided by the hotel will be deducted from the amount allowed for that day. Provide conference agenda & hotel information to Accounts Payable Coordinator.
- c. Meals paid for from grant funds **MUST** be supported by actual detailed receipts. The per diem for meals paid for with grant funds is on a per day basis according to 2 CFR Part 200. This means that actual detailed receipts must add up to at least the amount allotted for that day for the employee. Amounts spent for non-employee travelers are not allowable in any instance. Actual amounts spent over the allotment for the day will **NOT** be reimbursed. However, if the actual receipts total less than the allotment, the difference will be required to be paid back to the District. **RECEIPTS MUST BE DETAILED**. Receipts containing a total only are not acceptable.

- 1) Receipts for meals (required only for state or federally funded trips) should be for meals eaten outside of Mt. Pleasant or outside of the recipient's home town. For example, if an employee is from Paris and receives a per diem from state or federal grant funds for meals, then meal receipts should be from any town other than Mt. Pleasant or Paris.
 - d. If an employee receives a per diem for breakfast, lunch and/or dinner and returns from the trip and documentation shows that the conference and/or the hotel provided any meal, they will owe back the per diem for those meals.
 - e. \$18.00/day Students
 - 1) Leave before 6:00am to receive \$6.00 for breakfast
 - 2) Leave before 11:00 am to receive \$6.00 for lunch
 - 3) Return after 7:00 pm to receive \$6.00 for dinner
 - 4) Students may receive more per meal if the excess is paid from student activity funds.
 - 5) Meals covered in the registration fee and/or provided by the hotel will be deducted from the amount allowed for that day. Provide conference agenda & hotel information to Accounts Payable Coordinator.
 - 6) Students must sign for their meal money. Funds for student meals must be reimbursed if not used. Signature sheet must be returned to the Accounts Payable Coordinator as documentation.
 - f. District Travel card-If students and staff will be eating as a group at one establishment (ex. Athletics), a request maybe made based on the allotments in (b) and (e) above to have funds loaded to a District Travel card instead of a check. To do so, indicate TCARD, vendor 11802, on the line item for meals on the requisition. Additional TCARD information is on page 11.
 - g. MPISD does not pay for employee meals for day trips unless the employee is supervising students. A day trip is a trip that does not require an overnight stay. IRC §162(a)(2) RR 75-170
10. Lodging
- a. Pay to_– employee or TCARD vendor 11802 for District Travel card. In order to use the TCARD to make reservations, there must first be an approved purchase order for the trip. A travel card shall be issued to the traveler for the approved, estimated lodging expense as reflected on the purchase order. See page 11 for additional information on TCARDS.
 - b. Employees of the same gender will stay two to a room. If two employees of the same gender choose not to stay two to a room, they will be personally responsible for the cost of the additional room.**
 - c. Include the name, phone # and confirmation # of the hotel
 - d. City tax – add to the amount requested
 - e. State tax – Do not add the state tax if staying in Texas. A MPISD tax-exempt form will be stapled to the check to be given to the hotel. Exempt forms do not apply to out-of- state stays. MPISD will not reimburse Texas state tax.
 - f. Signed detailed receipts must be submitted to the Accounts Payable Coordinator the first business day after the trip. **NO RECEIPT=NO REIMBURSEMENT.**
 - g. In-State guidelines for lodging are \$85/person/night unless otherwise stated at the following website: <http://www.gsa.gov/portal/category/21287> No state or federal funds may be used to reimburse lodging expenses beyond that allowed for state employees in item g (DEE Local) and in the Texas Travel Allowance Guide. .
 - h. Do not use internet site booking agencies such as Expedia, Orbitz, etc. to reserve rooms because these sites do not accept hotel tax exemptions.

11. Registration Fee
 - a. Pay to – Vendor Name and Number. Be sure address is correct.
 - b. Include original and one copy of the registration form **& the conference agenda**. Put the requisition number at the top of the registration form and send to Accounts Payable Coordinator as soon as they are entered in the system.
 - c. Include registration deadline date.
 - d. If the registration check is not to be mailed, please state this on the requisition or highlight this on the registration form.
 - e. Submit a receipt for the registration **& the conference agenda** to Accounts Payable Coordinator. This may be a certificate or any other documentation that proves that the employee has attended the workshop.
 - f. Registration fees lost because the employee did not attend will be deducted from the campus/department budget for future school years.

12. Incidentals
 - a. Incidental expenses including, but not limited to, internet fees & phone calls will NOT be reimbursed.
 - b. Employees are encouraged to carry on baggage when flying. If a carry on is not feasible, the District will pay for **one** checked bag. Airline baggage fees for “extra” baggage will NOT be reimbursed.

13. Monthly Travel Reimbursements
 - a. Enter as a requisition with the correct vendor number.
 - b. Enter as 1 item – example: Monthly travel for September 2015– See attached documentation. Write the requisition # at the top of the signed travel reimbursement form and send it to Accounts Payable Coordinator. Documentation must specify dates and descriptions of every trip. Mileage will be verified for accuracy. Mileage to/from an employee’s home to any place of work is not reimbursable.

14. Reimbursements/Repayments
 - a. The travel request Follow-Up form is to be used for returning detailed receipts and requesting reimbursements or repaying the District. Receipts will not be accepted or reimbursements will not be made unless this form is correctly completed and all signed detailed receipts are attached.
 - b. This information is due within seven days after the trip is completed. If there are additional funds requested for unexpected expenditures, the principal or department head must sign the follow-up form before funds will be reimbursed.
 - c. IRS regulations state that if an employee is advanced for business expenses, the employee must adequately account to the employer for these expenses within a reasonable amount of time. In addition, the employee must return any excess advancements within a reasonable amount of time. IRS Code Section 62(c) If the expenses are not substantiated or the excess advancement is not returned within a reasonable period of time, the first course of action for the District will to not advance funds for a subsequent trip. If the employee does not make any additional trips or terminates, the amount will be deducted from the employee’s paycheck.

15. Additional Funds Before A Trip
 - a. Must be submitted as a new requisition **and** approved by the superintendent

no less than three days before the trip. Otherwise the employee will pay for the extra expenses and be reimbursed after the trip and after the signed receipts are turned in to Accounts Payable Coordinator. Please add a reference to the original PO.

16. All trip requests are the responsibility of the person requesting the trip. He/She will check on the status of the trip and will be responsible for picking up his/her check/TCARD. *All employees will be required to sign a copy of the MPISD Travel Advance Guidelines and MPISD Travel Advance Withholding Authorization before checks/cards will be released. Forms are included on pages 8-9.*

17. Employees must submit an absence for Professional Leave in AESOP. This is for recording and reporting purposes only.

18. Travel checks/TCARDS will be processed twice per week on Tuesdays & Thursdays. Travel checks are only cut in the month the travel will take place. For example, if the trip is June 15, then the travel check will be written in June. The only exception being that registration checks will be processed prior to the registration deadline noted on the purchase order.

19. Travel card policies and procedures can be found on page 11.

20. Costs associated from deviations in required travel plans, such as pre or post personal days shall be paid by the employee.

MT. PLEASANT INDEPENDENT SCHOOL DISTRICT
P.O. Box 1117
Mt. Pleasant, TX 75455-1117
TEL: (903) 575-2000 FAX: (903) 575-2014

PURCHASE ORDER NO. 14006573
Tax Exemption #1-75-6002105-1
Invoice must reference Purchase Order Number
PAGE NO. 1

Travel Card Customer Service Number - 1-800-248-4663

VENDOR: 1812
DURHAM SCHOOL SERVICES
5729 LEBANON ROAD
SUITE 144-133
FRISCO TX 75034

SHIP TO: MT PLEASANT ISD WAREHOUSE
2230 NORTH EDWARDS
MT PLEASANT TX 75455
ATTN: HS-STEWART-VOLLEYBALL

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
02	182.00	MI	TRAVEL EXPENSES- MILEAGE - RT BROWNSBORO HS HWY 31 BROWNSBORO, TEXAS	2.7500	500.50
03	103.00	MI	3 ROUND TRIPS TO HOTEL FROM GYM 12 OAKS HOTEL WNW LOOP 325 TYLER, TEXAS	2.7500	283.25
09	15.00	EA	MEALS (HOTEL DOES NOT SERVE BREAKFAST) BREAKFAST - 3 LUNCH - 3 DINNER - 4 10 MEALS @ 6.00 = 60.00 EACH X 15 PEOPLE	60.0000	900.00
10	1.00		ISSUE DEBIT CARD COACH REQUEST EXTRA MEAL MONEY FORM ACTIVITY FUND	250.0000	250.00
PAGE TOTAL \$					1,933.75
TOTAL \$					1,933.75
ITEM#	ACCOUNT			AMOUNT	PROJECT CODE
02	198536001	91	64940000	500.50	
03	198536001	91	64940000	283.25	
09	198536001	91	64120000	900.00	
10	461536001	99	6399VOLL	250.00	

Approved By: _____
Vendor

PURCHASING COORDINATOR

MOUNT PLEASANT ISD
TRAVEL ADVANCE GUIDELINES
7/17

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 using Google maps. 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 Texas 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 Texas state approved amount for reimbursement is \$85/person/night. Revised state travel guidance 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. The cost of additional rooms beyond those specified in item 10b will be paid for by the employee and not reimbursable.
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 state & federal funds) must be presented to the Accounts Payable Coordinator upon returning to the District. For advances made from state or 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 Accounts Payable Coordinator 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.
7. Employees will be liable for personal expenses including but not limited to phone calls, internet fees, extra baggage fees and costs associated with stays beyond those necessary for the work related event.

I understand that I must present adequate original receipts (as described above) and any unused funds to my District Accounts Payable Office. I understand that I am responsible for ensuring that the Accounts Payable 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

MOUNT PLEASANT ISD
TRAVEL ADVANCE WITHHOLDING AUTHORIZATION

In consideration for the District issuing a travel advance to me for travel on District related/sponsored business, I execute this authorization. This authorization specifically allows the District to withhold any amount of the travel advance that is not accounted for by documentation/receipts and the returned, unused travel advance from my paycheck.

By executing this authorization, I understand and agree to the following:

1. I have read and understand the Mount Pleasant ISD Travel Advance Guidelines;
2. I am being provided a travel advance from the District in the amount of _____ , for the purpose of traveling to the following District related/sponsored event:
3. I understand that I am solely responsible for providing the District with any documentation/receipts supporting the use of the travel advance within 7 business days of my return from travel;
4. I understand that I am to return the entire unused portion of the travel advance, if any, to the District within 7 business days of my return from travel;
5. I understand that if I fail to return all documentation/receipts supporting the use of the travel advance and the entire unused portion of the travel advance, if any, to the District within 7 business days of my return from travel, the District will withhold any amount of the travel advance not supported by the documentation/receipts and the unused portion of the travel advance from my next paycheck, up to and including the entire amount of the \$ _____ travel advance I received from the District.

_____ specifically authorize the District to withhold any amount of the travel advance not supported by the documentation/receipts and the unused portion of the travel advance from my next paycheck, up to and including the entire amount of the travel advance I received from the District. This authorization is only effective in the event I fail to provide the required documentation/receipts and the unused portion of the travel advance to the District as set forth in this authorization and in the Mount Pleasant ISD Travel Advance Guidelines.

Signature District Employee _____

Date _____

TRAVEL REQUISITION CHECKLIST

_____ Item #1: Include a **statement** as to the goal in the District Improvement Plan or Campus Improvement Plan, Grant Requirement or legal statute that this travel pertains to and the specific curriculum it supports.

_____ Item #2: Provide the 1) Name of the conference/trip 2) The **names (first initial, last name)** of the staff that are attending and/or the # of male & female students attending 3) Dates 4) Departure time and return time 5) City and State

_____ **Registration**—Vendor number and due date. Include number of registrations in the quantity field and the unit price of each. Include the conference agenda with the registration form.

_____ **Transportation**—*If by bus*, include the number of buses and drivers that will be needed. The vendor number for District vans is 1089. Durham is 1812. Include number of miles or hours respectively in the quantity field and the unit price of each. *If by car*, include the vendor number and the number of miles in the quantity field and the unit price of each. If more than one car is required due to the number of attendees, please indicate the # of cars required and list the drivers names (first initial, last name). Forward a copy of the mileage or hourly calculation Google maps used to estimate the mileage or hours to the Accounts Payable Office. *If by rental car*, include the vendor number and the dates the car will be rented. Include the number of rental days in the quantity field and the unit price of each. *If by air*, include the vendor number and forward a copy of the invoice to the Accounts Payable Office. Indicate ‘TCARD vendor #11802’ if requesting monies on a Travel card for airfare. Include the purchase order number on all documentation forwarded to the Accounts Payable Office.

_____ **Meals**—Include the vendor number and the meals breakdown. If a meal is provided, indicate that here. Meals should be broken down by day. Indicate ‘TCARD vendor #11802’ if requesting monies on a Travel card for group meals.

_____ **Lodging**—Include the vendor number. Include number of nights in the quantity field and the unit price of each. In the item description, indicate the number of rooms that are required. Also include a hotel phone number and confirmation numbers. If there are too many confirmation numbers to list, put them in a separate line item. Also indicate the room rate and if it exceeds the state guidelines, provide justification on the requisition. Indicate ‘TCARD vendor #11802’ if requesting monies on a Travel card.

_____ **Additional requests**—Do not “Refer to PO _____”. Provide detailed documentation for the additional request.

Mt. Pleasant ISD
Policies and Procedures
For
The State of Texas
Travel Card Program



7/2017

Travel Card Policies and Procedures

Introduction

The purpose of the travel card program is to establish a more efficient, cost-effective method of paying for travel related expenditures. The travel card can be used with vendors that accept credit cards as forms of payment.

General Information

These policies and procedures provide the general guidelines for using the travel card. Please read it carefully. Your signature on the *Cardholder Agreement* shows that you understand the intent of the program and agree to follow the established guidelines. The following important points should be reviewed before using the travel card:

All purchases made on the travel card must only be yours, and the card should be used for official school district purchases only. You are responsible for the security of the travel card and the transactions made with it. If you do not follow these guidelines when using the travel card, you will receive disciplinary action, including the possibility of termination.

- You can use the travel card at any non-restricted vendor that accepts MasterCard. Cards are restricted for use with vendors associated with travel only such as rental car facilities, hotels, restaurants, and airlines.
- The travel card may only be used to purchase items that are included in a currently approved budget line item for travel.
- You may use the travel card for expenses less than the single transaction limit that has been established for your card.
- User cannot exceed the limit assigned to the card for a given trip.
- All detailed receipts for expenditures and cards must be **received** by the Accounts Payable Office within **7 days of the trip**.
- The Accounts Payable Office will reconcile the statement received from CitiBank to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts be submitted in a timely basis.
- The travel card is not intended to avoid or bypass appropriate travel or payment procedures as outlined in Board Policy CH or the Mt. Pleasant ISD Travel Manual.

Duties and Responsibilities

Accounts Payable Coordinator – (Emily Shavers, EXT. 1016)

The Accounts Payable Coordinator is designated to oversee the administration of the program. The Accounts Payable Coordinator has a direct relationship with the bank. All new travel card requests must go through the Accounts Payable Coordinator. The Accounts Payable Coordinator will answer questions and ensure compliance with fiscal guidelines. The Accounts Payable Coordinator will also issue and evaluate usage reports and monitor card activity online and train new users.

The Accounts Payable Coordinator will reconcile the monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges. She will also check out cards at the Accounts Payable Office. Contact Emily Shavers via e-mail eshavers@mpisd.net or phone (ext. 1016) if you have any questions.

Cardholder

The cardholder is responsible for following the guidelines in regards to purchases, selection of vendors, and security of the card and submission of receipts. **All receipts must be submitted and cards returned to the Accounts Payable Office within 7 days of each trip.**

Principal/Director

The Principal/Director is responsible for approving trips and travel card receipts. The Principal/Director will also monitor adherence to travel card regulations. The Principal/Director is primarily responsible for settling any disputes with a cardholder under their supervision. The Principal/Director is responsible for retrieving travel cards in the event of termination or change in the employment status of a cardholder under their supervision.

Customer Service

The travel card program is serviced using a team approach with the Bank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist the cardholder with general questions about the travel card account. If a card is lost or stolen, the employee should notify Customer Service immediately.

The customer service number is: 1-800-248-4553.

Travel Card Controls & Procedures

Limits

All travel cards have cardholder spending limits. Limits will be determined based upon the requisition entered by the Principal/Director.

Each cardholder will be given information on the limits of his/her card upon receipt. In order to change limits on any card, your Principal/Director should submit a requisition via Sungard to the Accounts Payable Coordinator. Upon approval, the Accounts Payable Coordinator will then contact the Bank for processing. *Allow 2 to 3 days to process any changes.*

Single Transaction Limits

Your travel card will have a single transaction limit. This is the amount available on the travel card for a single purchase. Cardholders should not attempt to make a purchase greater than his/her approved amount. The Accounts Payable Coordinator must also handle changes to the transaction limit.

Restricted Vendors

The travel card program will be restricted for use with certain types of suppliers and merchants. If you present your travel card for payment to restricted vendors, the authorization request will be declined. Do not attempt multiple swipes of the card by

the merchant, as this will trigger a security alert. Instead, please contact the Accounts Payable Coordinator.

Issuance of Travel Card

Travel cards will be maintained in a locked vault at the Administration Building and centrally distributed through the Accounts Payable Office. Cards will be released to cardholders after training and receipt of a signed cardholder agreement. Users will sign out and in cards on a log maintained by the Accounts Payable Coordinator.

All employees wishing to use a travel card will be required to sign the Cardholder Agreement.

Travel Card Activation

The Accounts Payable Office will notify customer service to activate the travel cards before the first use. Upon receipt of the card, the cardholder should always keep the card in a secure place.

Purchase Transaction

Cards will not be assigned if a purchase order has not been issued. This procedure applies to all funds. *Purchase orders will be issued to CitiBank as the vendor (11802), with the name of the merchant in the description line.*

Travel Card Receipts

Always obtain a receipt when using the travel card. It is every cardholder's responsibility to ensure there is an **original receipt** for each purchase. **Detailed, itemized receipts** must be presented for purchases – **the card summary charge slip is not considered adequate documentation.** Receipts should be attached to the Trip Request Follow Up Form and sent to the Accounts Payable Office.

These receipts will be each cardholder's documentation for the travel card charges. After approval by the campus principal or administrator, the receipts should be forwarded to the Accounts Payable Coordinator. All receipts will be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to MasterCard. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the cardholder and deducted from the employee's paycheck.

Card Use by Another Employee or Student

Allowing another employee or a student to use the card may result in the card being deactivated at the Accounts Payable Coordinator's discretion. The cardholder may be denied card privileges.

Sales and Use Tax

The District is a tax-exempt entity and *does not pay or reimburse* sales tax. The cardholder should present a sales tax exemption form when making a purchase. If taxes are charged, the cardholder may be personally liable for reimbursement of all taxes. If the merchant will not credit the charges or issue a refund or the taxes within 30 days of the purchase, the tax will be deducted from the employee's paycheck.

Hotel Charges

The travel card may be used to pay hotel charges. A PO for the hotel reservation must be approved before a card will be issued and tax-exempt form will be issued to the employee from the Accounts Payable Office. A tax-exempt form should be presented upon check-in at the hotel. Any unauthorized charges will be paid by the employee prior to final checkout. City tax and parking tax are allowed.

Credits and Disputed Charges

Should a problem arise with a purchase, every attempt should be made to first resolve the issue directly with the vendor. All returns must be reimbursed by credit to the account; cash refunds are prohibited. Credit slips should be submitted with the Travel Follow Up Form.

Security of the Travel Card

The cardholder is responsible for the security of the card. It should be kept in a secure location.

Violations & Consequences

The only person authorized to use the travel card is the cardholder who has checked out the card. The card is to be used for business purposes only. The card is not intended for personal use. If personal purchases are determined to be considered misappropriation of District funds, which is a criminal offense, such activity will be reported to the proper authorities.

Inappropriate use of the card or failure to abide by the Travel Card Policies and Procedures will result in revocation of the card and appropriate disciplinary action, including, but not limited to, possible termination of employment.

Employee Termination

The travel card must be returned to the Accounts Payable Coordinator or Principal/Director upon termination from employment with the Mt. Pleasant Independent School District. The travel card must be returned to the Accounts Payable Office prior to the employee's departure from his or her employment. To the extent permitted by law, the district reserves the right to withhold the employee's final paycheck until such card is returned to the district.

Lost or Stolen Cards

If a travel card is lost or stolen, immediately contact the Bank's Customer Service at **800-248-4553**. After contacting the Bank, notify the Accounts Payable Coordinator. Prompt action can reduce the District's liability for fraudulent activity. **If a cardholder fails to make a report of a lost or stolen card immediately upon discovery, the cardholder may be required to reimburse the District for any fraudulent charges made on the card prior to card cancellation.** The cardholder will be subject to a minimum 6-month waiting period and will be required to attend training again before a card will be checked out to that employee. **Upon the loss of a second card, no additional cards will be checked out to the employee.**

Examples of Acceptable Purchases

Restaurants
Rental Cars

Airlines
Hotel costs

Examples of Unacceptable Purchases

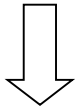
Services of any type
Computer Hardware or Software
Equipment & Capital Items – any single item with a per unit cost over \$500
Miscellaneous Supplies
Personal Items
Cash Advances or gift cards, which function as cash
Alcoholic Beverages

These examples are for illustration only. When in doubt, please contact the Accounts Payable Coordinator or Principal/Director for clarification.

Want to use a Travel Card?



**Purchase for supplies,
services, or equipment**



Do not use Travel card,
use standard Purchase Order

Travel Expenditures



Enter Requisition, receive
PO



Employee has read &
signed travel guidelines



Card assigned from
Accounts Payable Office



Travel &
collect receipts



Return Card &
receipt to Accounts Payable
within 7 days

Mt. Pleasant I.S.D.

EMPLOYEE TRAVEL CARD AGREEMENT

I hereby request the use of a CitiBank/Mt. Pleasant ISD MasterCard. As a cardholder/user, I have read, understand and agree to comply with the Mt. Pleasant ISD Travel Card Policies and Procedures.

1. I understand that I am being entrusted with a valuable tool, the school travel card. I will be making financial commitments on behalf of The District. I will obtain the best value for Mt. Pleasant ISD by using the card wisely and with discretion.

2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and appropriate disciplinary action which may include, but is not limited to, termination of my employment. I understand that if I wish to have access to any MPISD travel cards that I must adhere to all policies and procedures outlined in this guide. Use and training of MPISD travel cards will be prescribed by the card administrator.

3. Policy violations include, but are not limited to:

- Travel items for personal use or non-district business purposes
- Exceeding card transaction dollar limits
- Using the card for non travel-related expenses
- Failure to turn the card over to the accounts payable coordinator when appropriate
- Failure to submit proper documentation (receipts) immediately following each purchase
- Allowing the card to be used by someone else, including other employees

4. I agree to return the card immediately upon request.

5. If the card is lost or stolen, I agree to immediately notify CitiBank and the Mt. Pleasant ISD Accounts Payable Coordinator verbally and in writing.

6. I agree that the cost of undocumented and/or unauthorized purchases may be deducted from any upcoming district payroll check/s.

7. At the discretion of the Chief Financial Officer, any misuse of a MPISD travel card will result in the individual's loss of the use of the MPISD travel cards; first offense is six months revocation of travel card privileges.

8. At the discretion of the Chief Financial Officer, I understand that the repeated misuse of MPISD travel cards by employees of a school or department will subject the school or department to a permanent revocation of travel card privileges.

Specific Uses or Restrictions:

Employee Name (Please print)

Employee Signature

Date

Campus/ Department

T-Card Administrator

Date

Submit to T-Card Administrator for Authorization

Req#	P.O. #	Estimated cost of trip\$	\$0.00
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MT. PLEASANT INDEPENDENT SCHOOL DISTRICT
EXTRACURRICULAR TRIP REQUEST
(TRAVEL ONLY)

Date of Request:			
Date(s) of Trip:			this information will determine bus timeliness and meals.
Departure Time		Estimated Return time	
Purpose:			

	Total	Breakdown	
Total Number of Students:		# Female:	# Male:
Total Number of Teachers/Chaperones:		# Female:	# Male:
names of Sponsors			

Transportation (# of buses/van):		Vendor # 1812 Durham	CC:071-010
Acct Number:			
Pick up Location:	MPHS 2110 North Edwards, Mt. Pleasant, TX 75455		
Delivery Address 1:			
Delivery Address 2:			
Return Address:	MPHS 2110 North Edwards, Mt. Pleasant, TX 75455		
2 hour minimum	Hours @ \$28.24		

	#/days/miles	rate		
Rental (van/car?)(how many and days)			Vendor # 8595 Enterprise	CC:981
Personal Vehicle/Miles		\$0.50	Vendor #	CC:none

Registration fees \$		due date:		CC:963-064
Pay to (correct address)				
# of students/cost		# of teachers/cost		

Lodging:	#/nights	rate	total	CC:971-030
# of student rooms (female/male)				
# of teacher rooms				
Parking				
Paid to	Citibank		Vendor # 11802	

Meal:			CC:963-047
# of students			
# of teachers			
paid to:		Vendor #	

Teacher/Sponsor Making Request

by signing, I acknowledge that I have checked that all students scheduled for this trip are passing and do not have excessive absences in CORE classes.

Campus Principal

Date Received/Entered

Make sure to turn in your list of students that are going on trip to Principal's Office, Attendance Office (for attendance and announcements).