

# Waxahachie ISD Travel Checklist

- Employees must ensure that funds are available prior to requesting permission to travel.
- The **Staff Travel Pre-Approval Request Form** must be filled out for elementary and secondary employees. This form must be approved prior to completing any further paperwork regarding employee travel. A brochure with conference dates, times and agenda must be attached to this form.
- Determine if this travel will be an overnight stay or a day trip.
- If it is a day trip, no meals will be reimbursed.**
- If it is an **overnight stay**, you will need to check with hotels to see if they take a business check. If the hotel does not take a business check, you will notify the secretary so that they can contact the Business Office to see about other payment arrangements. You will go to <https://www.gsa.gov/travel-resources> to locate maximum allowed rates for in & out-of-state lodging.
- For in-state lodging, the employee will be responsible for taking a **Texas Hotel Occupancy Tax Exemption Certificate** with them. The employee will submit this form to the hotel at time of check-in.
- You will need to determine if you are taking a district vehicle or driving your own. **If multiple employees are traveling to the same event, they must plan to travel together in as few vehicles as practical. When multiple vehicles are traveling to the same destination for personal convenience, only the minimally requirement mileage will be reimbursed.**
- If an employee is driving a personal vehicle, then they must submit an electronic map, Google or similar, calculating the shortest round-trip distance for the approved travel. This map is to be submitted with the request for mileage reimbursement. The maximum mileage reimbursement rate for use of privately owned automobiles is the current State of Texas Comptroller of Public Accounts maximum mileage rate. The current rate can be found at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>.
- All information must be turned into the proper secretary so that they can enter all the travel-related purchase orders.
- The **WISD Employee Travel & Fees Reimbursement Form** (page 1) must be filled out in its entirety. It must be signed by the claimant (employee) and his/her supervisor.
- After the travel has taken place, the **Meal Reimbursement Form** (page 2) is to be filled out and submitted with itemized, legible meal receipts within 10 days of return. The departure/return dates and times must be entered correctly as this is how we determine what is reimbursable to the employee.