



Everything YOU Need to Know  
Before You Travel



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# Travel is Stressful Enough.....





# What *every* Traveler Should Know

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- School district policies, procedures, forms and checklists to determine:
  - What travel expenses are allowable
  - What travel expenses are not allowable
  - What travel forms must be completed *before and after* the trip
  - Consequences of paying for non-approval travel costs
  - Consequences of falsified travel records



# What *every* Traveler Should Know

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- All travel expenses must meet federal, state and local (District) guidelines
  - The district's guidelines, *Travel Guidelines, Rates and STMP*, are posted on the district's webpage.
  - The district rates uses the travel rates as established by the Comptroller and General Services Administration (GSA).



# State Comptroller (TexTravel)




[Table of Contents](#)

## Current Rates

### Fiscal 2017 Travel Reimbursement Rates

#### Employees

In-State or Out-of-State Meals and Lodging	Refer to the GSA's federal <a href="#">Domestic Maximum Per Diem Rates</a> , effective Oct. 1, 2016.  If the city is not listed, but the county is listed, use the daily rate of the county.  For locations not listed (city or county), the daily rates are: <ul style="list-style-type: none"><li>• Lodging In-State: up to \$85</li><li>• Lodging Out-of-State: up to \$89 (Sept. 1 – 30, 2016)</li><li>• Lodging Out-of-State: up to \$91 (Oct. 1 – Aug. 31, 2017)</li><li>• Meals In-State/Out-of-State: up to \$51 (Sept. 1 – Aug. 31, 2017)</li></ul>
In-State or Out-of-State Non-Overnight Meals	Not to exceed \$36 daily
Automobile Mileage	54 cents per mile (Sept. 1 – Dec. 31, 2016) 53.5 cents per mile (Jan. 1 – Aug. 31, 2017) 
Aircraft Mileage	\$1.29 per mile (Sept. 1 – Dec. 31, 2016) \$1.15 per mile (Jan. 1 – Aug. 31, 2017)



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- **Federal Rate Schedule (GSA schedule)**

<https://www.gsa.gov/portal/category/100120>



The Department of Defense sets for rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)





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GSA		TRAVEL	REAL ESTATE	ACQUISITION	TECHNOLOGY	POLICY & REGULATIONS		ABOUT US						
Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-up > You searched for: NEW YORK														
		Max lodging by Month (excluding taxes)												
Primary Destination (1, 2)	County (3, 4)	2016			2017									M&IE (5)
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$51
Albany	Albany	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$59
Binghamton / Owego	Broome / Tioga	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$59
Buffalo	Erie	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$64
Floral Park / Garden City / Great Neck	Nassau	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$69
Glens Falls	Warren	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$159	\$159	\$100 \$64
Ithaca / Waterloo / Romulus	Tompkins / Seneca	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$59
Kingston	Ulster	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$69
Lake Placid	Essex	\$122	\$122	\$139	\$139	\$139	\$112	\$112	\$112	\$112	\$112	\$179	\$179	\$122 \$74
New York City	Bronx / Kings / New York / Queens / Richmond	\$301	\$301	\$301	\$168	\$168	\$267	\$267	\$267	\$267	\$267	\$239	\$239	\$301 \$74

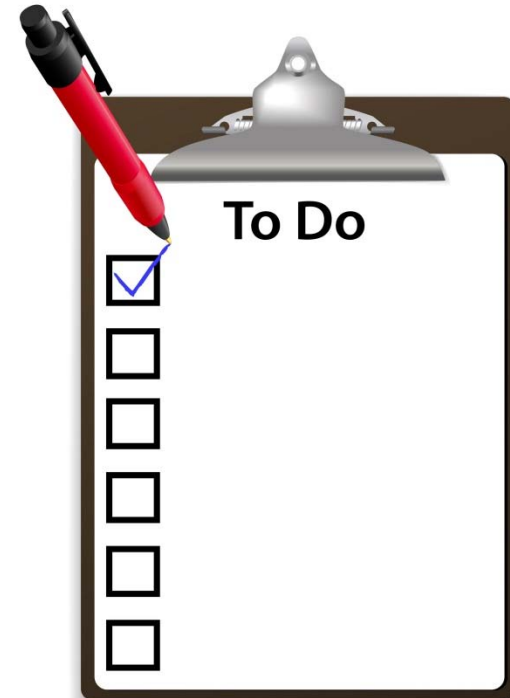


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# What *every* Traveler Should Know

- The district's Travel Checklist provides guidance for travelers from before the trip to after the trip:
  - Preparation steps
  - Before the Trip
  - During the Trip
  - After the Trip







# What *every* Traveler Should Know

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- The district's Travel Authorization & Settlement Form is required for all in-state and out-of-state travel. The form is on the district website.

Travel Card:

## LACKLAND ISD Travel Authorization & Settlement Form

1. Use the "Travel Checklist, Rates, & State Guidelines" to help with completion of this form.
2. **Campus-based travelers please fill in the yellow highlighted fields ONLY. All others complete the entire form.**
3. This form should be completed and submitted for approval at least **15 days** in advance of the conference registration deadline.
4. This form, and the necessary documentation must be submitted before approval will be given.

Traveler:					
School/Department				Today's Date:	
Name of Event:					
Departure From:		Date:		Time:	
Return From:		Date:		Time:	
Category	Detail			Estimated Requested Funds	Actual Expenses Travel Card    Traveler Paid
Flight	Vendor: American Express ( ), or Other _				
RQ#:	(Attach preferred flight schedule)				
Registration	Vendor:				
	Send to:				
RQ#:	(Attach Event Registration Form and Schedule at a Glance)				
Travel Card	Vendor:	Citi-Bank Travel Card			
Transportation:	Rental Car	x Number of Days		\$ -	
	Gasoline				
	Shuttle/Taxi	x Number of Days		\$ -	





# What Travel Expenses are Allowable

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- Meals
- Lodging
- Transportation
  - Flights
  - Mileage
  - Rental car
  - Parking charges
  - Toll charges
  - Taxi, shuttle, etc.
- Registration Fees

**Subject to the limits in the  
Travel Guidelines**



# What Travel Expenses are not Allowable

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- Alcoholic drinks or beverages
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangements (except for extenuating circumstances)
- Hotel Internet charges (unless expense is work-related and pre-approved on travel authorization)
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement requests shall be subject to disciplinary action, up to and including termination of employment.



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# Registration Fees

- The District shall pay the registration fee for the conference or event.
  - Exclusions:
    - Fee-based optional events that are for entertainment purposes.





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## Lodging

- The District shall pay the actual lodging costs for work-related travel events.
  - Exclusions:
    - Lodging/luggage tips
    - Fee-based amenities such as spas, gym, Internet, etc.



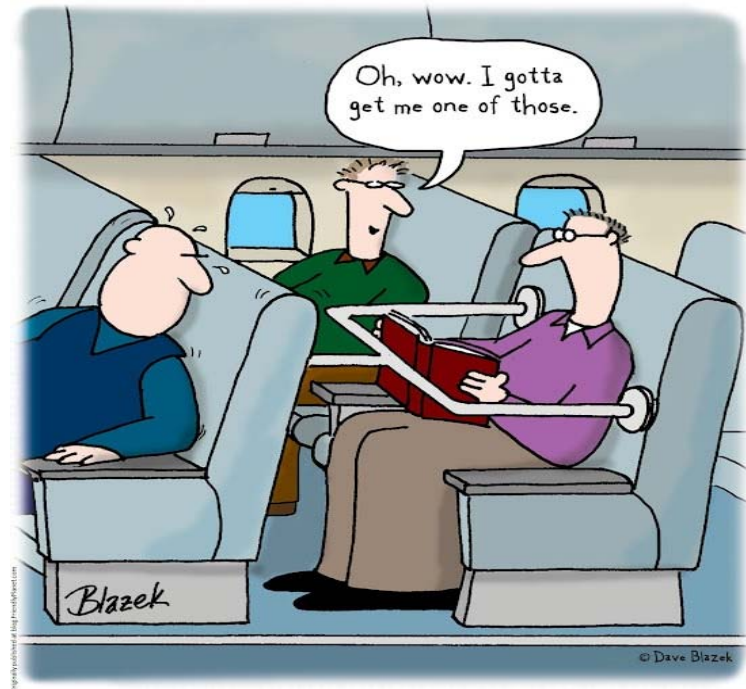


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# Transportation

- The District shall pay the actual cost of transportation, as appropriate, to/from the destination.
  - Flight
  - District-owned vehicle
  - Personal vehicle (mileage)
  - Toll charges







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# Transportation

- The District shall pay the actual cost of transportation, as appropriate, at the destination such as:
  - Taxi, shuttle, etc.
  - Rental car
  - Parking fees
  - Toll charges
- Exclusions:
  - Tips for taxi or shuttle







# A Happy Traveler Is.....

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- A traveler who survived the trip....and was reimbursed for all of their travel costs because he/she knew *exactly* what costs were allowable.





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# Resources

- [Lackland ISD Travel Guidelines](#)
- [Lackland ISD Travel Authorization and Settlement Form](#)
- [Travel Checklist – \*Things to Do Before and After the Trip\*](#)



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# Questions



Submit your questions via email to:  
[estrada.r@lacklandisd.net](mailto:estrada.r@lacklandisd.net)