

Federal Funds Department

GUIDE FOR FEDERAL TRAVEL

There are additional requirements we must fulfill if expenses will be paid out of Federal funds. **ALL** expenses paid by Federal funds must be approved by the federal program director. This means all requisitions, the Request for Travel form, expense reimbursements, payroll timesheets, and any other expenses.

For school year 2020-21, the Federal Program Directors are:

Fund #	Grant	Program Director/Required Approver(s)
211	TITLE I, PART A-IMPROVING BASIC PROGRAMS	Stan VanHoozer, ED Federal Programs
224/225	IDEA-B/Preschool	Jennifer Warren, ED Special Services
244	Perkins (CTE)	Mickala Harper, Director CTE and
255	TITLE II, PART A-SUPPORTING EFFECTIVE INSTRUCTION	Jill Rivera, ED Professional Development
263	TITLE III, PART A-ELA	Leticia Amalla, ED of English Learners
287	TITLE IV, PART A, SUBPART 1	Stan VanHoozer, ED Federal Programs
296	Title I – Priority & Focus	Stan VanHoozer, ED Federal Programs

Section I – Travel Expenses

BEFORE the Trip

1. In-State or **Out-of-State**?

If travel will be out-of-state, a **TEA justification form for Out-of-State Travel** must be completed **BEFORE** you do anything else!



Grants Administration Division Justification of Specific Expenditure: Program-Related Out-of-State Travel



The costs of program-related out-of-state travel have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

You must justify your plans to use these federal grant funds for program-related out-of-state travel. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on the costs of program-related out-of-state travel.

Limit one justification per form.

Name of Federal Grant

Name of Grantee County-District # Today's Date

Description of Proposed Program-Related Out-of-State Travel

Destination # of travelers Is travel a requirement of the federal grant program?

Describe the purpose of the program-related out-of-state travel.

- Name of Grantee: Midland Independent School District

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- Reference above table for name of Federal Grant
- District #-165901

For a fillable pdf version see our justification forms or go to the TEA website:

[http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/Request_for_Prior Approval, Disclosure, and Justification Forms/](http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/Request_for_Prior_Approval,_Disclosure,_and_Justification_Forms/)

2. A **Request for Travel Form** is completed and must be approved by the Program Director. You cannot make travel arrangements if this step has not been completed!

There is a docusign link on Procurement's Travel website that will route the form for proper approvals.

Financial > Procurement Services > Travel <https://www.midlandisd.net/Page/30552>

The screenshot shows the Midland Independent School District website. The header is dark blue with white text for navigation: HOME, ABOUT US, DEPARTMENTS, STUDENTS & PARENTS, FOR STAFF, COMMUNITY, CAMPUSES, SCHOOL BOARD, CAREERS. The main content area is light gray. On the left is a sidebar for 'PURCHASING SERVICES' with a tree view: Overview (MISD Employees), Purchasing Department (expanded), Current Bids & Active Contracts, Warehouse, Mail and Print Services, and Travel (selected). The main content area is titled 'Travel' and contains the following text: 'Please use the forms below for any travel and email all travel documents to travel@midlandisd.net (ex: hotel folios, enterprise receipts)'. Below this is a list of links: Travel Procedures, Travel Reservation Form, Cancellation Form, Flight Refund Letter, Enterprise Rental Car Procedures, Enterprise Calculator, Mileage for Commonly Traveled Cities, Hotel Tax Exempt Form, Sales Tax Exempt Form, and Travel Reimbursement Checklist. A paragraph follows: 'These forms must be filled out and approved before traveling for school business and professional learning. They are not necessary for student travel.' At the bottom are more links: Request for Travel Title 1 Funds, Request for Travel Title Funds 2, Request for Travel Title 2 & Local Funds, Request for Travel Local Funds, Request for Travel Funds 123 & 396, and Refundable Flight Commitment.

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MIDLAND INDEPENDENT SCHOOL DISTRICT
Request for School Business / Staff Development / Professional Learning Travel

Complete form & route ORIGINAL to those required to sign for approval. ORIGINAL returns to you for attachment to Professional Travel Reimbursement form. **STUDENT TRAVEL DOES NOT REQUIRE THIS REQUEST.**
(Employees listed as sponsors on a Request For Student Travel do NOT need to complete this form.)

REQUESTING:			
<input type="radio"/> Professional Meeting		<input type="radio"/> District Business	
<input type="radio"/> Professional Learning/Staff Development		<input type="radio"/> Approved Extra Curricular	
Employee Name	Campus	Employee ID	Job Title
Date of Request	Title of Meeting/Seminar (Attach brochure & confirmation)		
Content Area	Sponsoring Organization	Location of Meeting (City)	
Date(s) of Meeting/Seminar:	Release Time	Sub Required?	Depart _____ AM / PM
DEPART	AM	Yes	Return _____ AM / PM
RETURN	PM	No	

DISTRICT COST ESTIMATES

Registration Fee	Lodging	Airfare	** Rental Car / Personal Car
Other		Other	
Meals (MUST be within per diem guidelines)		TOTAL COST TO CAMPUS OR DISTRICT	

DESCRIPTION & SIGNATURES

Brief description of session & reason for trip	
Employee Signature (requesting travel)	Immediate Supervisor/Principal Signature (verifies funds available)

Federal travel must document a brief description of the session and the reason/justification for the trip (why/how). The **reason must** include documenting the responsibility(ies) of the traveler and how the travel is relevant to the grant.

For Title I campuses, after the brief description, **include your full CIP reference.**

- After the Request for Travel has been approved – Create a requisition in Skyward to register for the full estimated amount of the trip. The total amount of the requisition should equal the “Total Cost to Campus or District” section of the Request for Travel form.

DISTRICT COST ESTIMATES			
Registration Fee	Lodging	Airfare	
Other		Other	
Meals (MUST be within per diem guidelines)		TOTAL COST TO CAMPUS OR DISTRICT	

Requisition total should match this

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4. Important Things to Remember:

- a. HOTEL – Federal will only pay up to the federal rate, unless you are sharing a room. If you are not sharing a room and the hotel rate is more than the federal rate, you will have to submit a local budget code to cover the remaining portion.
- b. Each line item should have its own budget code if it is being split among budget codes
 - a. Don't just do it by percentage
- c. Employee reimbursements should not be included on the requisition with the hotel, car, etc.
- d. Look up Federal Government hotel per diem rates: <http://www.gsa.gov/portal/content/104877>. There is also a link in Midland ISD's Procurement Travel website.
- e. We do **not** pay for the *Texas state hotel occupancy tax* rate. Have a copy of MISD's tax exempt form when checking in to your hotel. This can be received from Purchasing.
- f. Valet parking is **NOT** allowed. If the employee uses valet parking, Federal will only reimburse the self-parking rate. The only time valet parking will be covered is if self-parking is not available. Also, we do **not** pay for the sales tax associated with parking so make sure the hotel receives a *Texas sales tax exempt* form.
- g. Save ALL receipts! Receipts must be ITEMIZED originals. Federal does **not** pay for gratuities (tips) for meals and other services.

AFTER the Trip

Once the employee has returned from the trip, the employee can submit a reimbursement request. This request must be submitted to the Federal Program Director who will approve the reimbursement and send it to the Federal Funds Department for payment. **Reference the travel requisition # on the reimbursement form so we can properly match it up to the encumbrance.**

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SAMPLE ONLY

Must be ordered from warehouse

PROFESSIONAL TRIP EXPENSE REIMBURSEMENT

<i>For Office Use Only</i>	
Check # _____	Batch Date _____

Date of Request: _____

Budget Code: _____

Name: _____

School: _____

Title: _____

Destination (City): _____

Event: _____

Departure Date: _____

Departure Time: _____ A.M. P.M. (circle one)

Return Date: _____

Return Time: _____ A.M. P.M. (circle one)

1. Professional Trip Expense Reimbursement Form:

- a. Form is properly completed and signed by Employee, Principal, and Program Director.
- b. Attach copy of approved Request for Travel form.
- c. Attach conference/training certificate of attendance. If no certificate is given, submit a copy of the agenda and have the employee write "No attendance certificate provided" and sign the agenda. If this is not submitted, we will not process the payment until this is received.

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- d. Attach a copy of the hotel folio, if paid by employee. Make sure you were not charged for Texas hotel occupancy tax or sales tax.
- e. Itemized, original receipts for all items submitted for reimbursement.

2. Principal/ Director Expense Reimbursement Form

This will be submitted in Skyward under employee access>expense reimbursement>add.

The screenshot shows the Skyward web interface for adding an expense reimbursement request. The navigation bar includes 'Home', 'Employee Information', and 'Expense Reimbursement'. Below the navigation is a 'Submit Request' button. A table header is visible with columns: Reimbursement Number, Req Sts, Requisition/PO Number, Requisition Sts, Date Entered, Expenses From, Expenses To, Reimburs Amount, Direct Bill Amount, Total Amount, and Purpose. Below the table, a message reads: 'There are no records to display; check your filter settings.' The main form area is titled 'Expense Reimbursement Request Maintenance' and contains the following fields:

- Reimbursement for: [Redacted]
- * Expenses From: 08/14/2020
- * To: 08/14/2020
- * Purpose for Reimbursement: [Empty text area]
- Reimbursement payment option: Reimbursement Payment made via AP ACH
- District Payment Reimbursement information: [Empty text area]

Buttons for 'Save' and 'Back' are located on the right side of the form. A note at the bottom of the form states: 'Asterisk (*) denotes a required field'.

- a. Attach conference/training certificate of attendance. If no certificate is given, submit a copy of the agenda and have the employee write “No attendance certificate provided” and sign the agenda. If this is not submitted, we will not process the payment until this is received.
- b. Attach a copy of the hotel folio, if paid by employee. Make sure you were not charged for Texas hotel occupancy tax or sales tax.
- c. Itemized, original receipts for all items submitted for reimbursement.

Please ensure all required documentation is submitted so we can process your travel expenses timely and accurately. Forms not completely filled out will be returned to the employee and may cause payment delays. The biggest delay in payment is not having a copy of the certificate/agenda so make sure this is always included!

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Section II – Student Travel

ALL student field trips need PRIOR approval from TEA. A **TEA justification form for Educational Field Trips** must be completed and submitted to the program director **BEFORE** you make any arrangements or create any requisitions.

It looks similar to the Out-of-State form, but instead, the form says “Educational Field Trips”:



Grants Administration Division Justification of Specific Expenditure: Educational Field Trips



Costs of entertainment, including field trips, have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

You must justify your plans to use federal grant funds for the costs of field trips. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on costs of field trips.

Limit one justification per form. (Note: One justification for the same field trip location may include multiple campuses or grade levels.)

Name of Federal Grant

Name of Grantee County-District # Date Submitted

Description of Proposed Field Trip

Destination # of Attendees

Type of transportation Duration of instructional component Supported TEKS component(s)

Describe the purpose of providing this field trip to attendees.

Just like the Out-of-State form, please submit this request to the Program Director as soon as possible. The fillable pdf version of this form is available on the TEA website or on our website under justification forms: http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/Request_for_Prior_Approval,_Disclosure,_and_Justification_Forms/