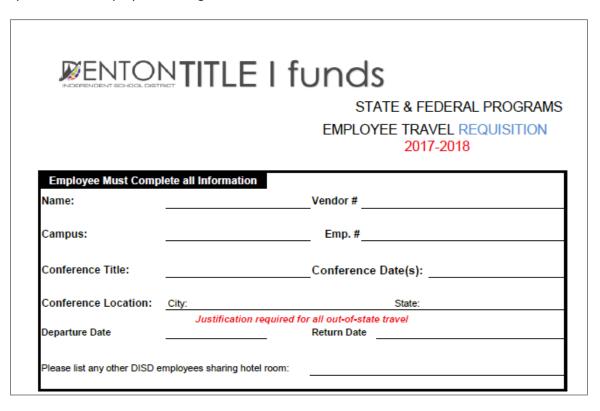
## **Title I Employee Travel Requisition Procedures**

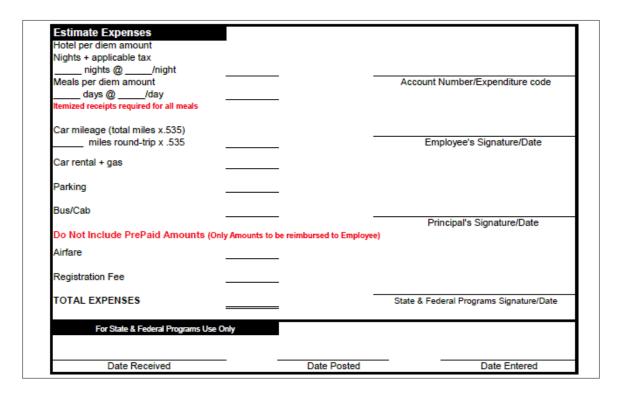
Note: The purpose of this form is to ensure that campuses have enough funds set aside for travel prior to departure.

- 1. Complete the following fields on the State & Federal Programs Employee Travel Requisition by hand or electronically and print on YELLOW paper for any expenses to be reimbursed directly to the employee traveling.
- Name
- Vendor #
- If the employee does not have a vendor number, complete an Add/Change Vendor Form.
  - See section 1.3.5 Add/Change Vendor in the Procedures and Guidelines Manual.
- Campus
- Employee #
- Conference Title
- Conference Date(s)
- Conference Location
- City
- State
  - If travel is out-of-state, a justification form is required. (See "Out-of-state travel" below.)
- Departure date
- Return date
- Any other DISD employees sharing hotel room or automobile



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- Hotel per diem amount (if paying for self and a hotel credit card is not requested in advance)
- Number of nights and rate per night plus applicable taxes
- Meals per diem amount
- Car mileage
- Number of miles round-trip
- Car rental and gas
- Parking
- Bus/Cab
- Airfare (if paying for self and not paid in advance)
- Registration fee (if paying for self and not paid in advance)



- 2. Send completed YELLOW Title I Employee Requisition to the Secretary of Federal & State Programs through the intercampus mail.
- 3. If requesting any of the following expenses to be paid in advance of traveling, submit separate BLUE Title I Funds Requisitions and attach to the YELLOW Employee Travel Requisition:
  - a. Registration
  - b. Lodging
  - c. Airfare
  - d. Rental car

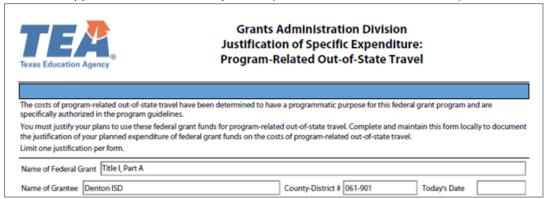
Note: When submitting the YELLOW Employee Travel Requisition form, do not include expenses paid in advance of traveling (using the BLUE Title I Funds Requisition form).

4. Send completed BLUE Title I Funds Requisition(s) to the Secretary of Federal & State Programs through intercampus mail.

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## **Additional guidance:**

- Out-of-state travel
- All out-of-state travel requires a Justification of Specific Expenditure: Program-Related Out-of-State Travel form.
  - In the upper section, enter Today's Date (the date the form is submitted)



- Include the destination and the number of travelers.
- Choose "No" in the drop-down box, "Is travel a requirement of the federal grant program?"

Description of Proposed Program-Related Out-of-State Travel				
Destination	# of travelers	Is travel a requirement of the federal grant program?		

- In the first text box, describe the purpose of the travel. Use the workshop or conference description to help describe the purpose.
- Do not add anything to the middle text box.
- In the last text box, list the specific Campus Improvement Plan (CIP) goal(s), lead(s), and activities that support out-of-state travel/professional development.

Describe the purpose of the program-related out-of-state travel.	
Describe how the program-related out-of-state travel relates to the grant responsibilities of the traveler(s).	
The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high minimum proficiency on challenging State academic standards and assessments. A school operating a schoolw any activity that supports the needs of students in the school as identified in the comprehensive needs assessm plan.	ide program may use Title I funds for
Describe the specific need, as identified in your comprehensive needs assessment, that this out-of-state travel a	ddresses.
Through the CNA process, which included a thorough examination of data from multiple sources, the campus h professional development to provide students a well-rounded education.  The CIP includes the following goal(s) and activites for out-of-state travel:	as indicated a need for supplemental

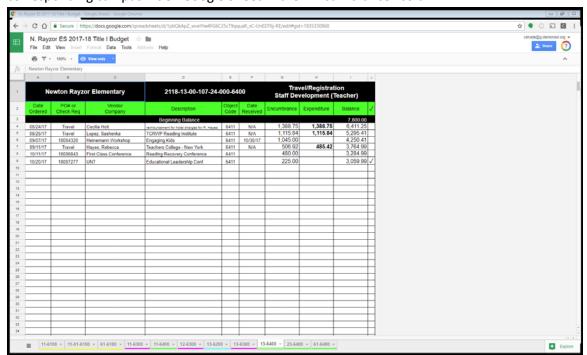
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## • <u>Lodging</u> (2.6)

- Sharing lodging
  - When at least two state employees share lodging, a state agency must reimburse each employee for his or her share of the lodging expense. For each traveler, the reimbursement may not exceed the maximum lodging reimbursement rate. When only one of the individuals sharing lodging is a state employee, the employee may only be reimbursed the room rate for a single occupancy. A state agency must reimburse each state employee for his or her share of the lodging expense. The reimbursement to each employee may not exceed the applicable maximum lodging reimbursement rate. Each employee must submit a travel voucher to receive reimbursement. Example:
    - o Carol and Jennifer are employed by the same state agency and are planning a business trip to Colorado. The maximum lodging rate for the area in Colorado where they will be staying is \$90. The women would prefer to stay at a specific hotel that is most convenient to the location of their business meeting. The only problem is that the room rate in this hotel in \$140. Carol and Jennifer decide to share a room so they can stay in the hotel of their choice. The women are charged the \$140 per night, but since each woman would be allowed up to \$90 per night, the lodging cost is reimbursable. Carol and Jennifer may each claim their share of the lodging expense, which is \$70 per night.
  - If lodging is over the allowable amount, the employee must pay the difference between the allowable and actual amount.
- Meals (2.7)
  - A state employee may be reimbursed for a meal expense incurred on a day that the employee conducts state business outside of his or her designated headquarters. The meal expense is only reimbursable if the employee is outside of his or her designated headquarters for at least six consecutive hours.
  - State and Federal Grant Meal Allowances (2.7.1.2)
    - Effective September 1, 2007, the Per Diem is no longer allowed. Actual receipts must be turned in with the Travel Expense Form.
- <u>Transportation</u>
  - Mileage (2.8)
    - Executive Order 13513, effective October 1, 2009, prohibits all employees traveling with Federal funds from sending, receiving text messages or checking email while driving.
  - Four-per-car rule
    - When employees from the same agency travel on the same dates with the same itinerary, 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
  - Car rental (2.9)
    - A purchase order is required for all car rental reservations.
    - Original rental receipts and gas receipts must be attached to the Travel Expense Form.
  - Airfare (2.10)
  - Parking (2.12)
    - The district will reimburse the employee for airport parking, hotel parking, bus and cab fare. As with all reimbursements, the employee should provide original receipts for these expenses. A maximum of \$20 per day will be reimbursed for valet parking, if this is the only parking provided. Approval for reimbursement of parking costing more than \$20 per day must be obtained from the Superintendent. These requests should be presented to the Superintendent by the appropriate Division Head.
- Registration (2.5)
  - Advance Payment (2.5.1)

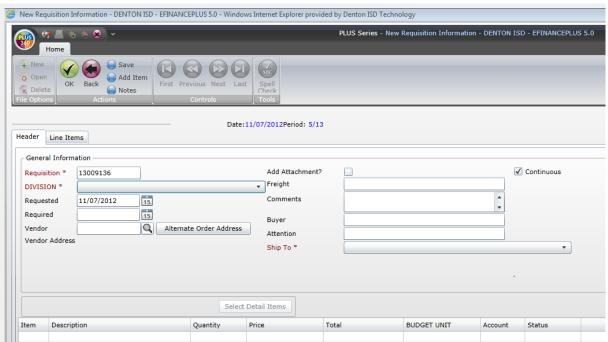
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- Advance payment of registration fees will be made to seminar providers only and should be submitted as a check request using the Denton ISD Title I Funds Requisition Form. Provide the completed original registration form and one copy of and/or invoice. The original registration form will be mailed with the check by Accounts Payable.
- Reimbursement (2.5.2)
  - Reimbursement of registration fees to employees will be paid after the conference has been attended. Reimbursements to employees may be included on the Travel Expense Form. All employees are responsible for covering their own registration fees, if a purchase order was not submitted or advance payment was not made. Attach a copy of the original receipt, copy of a cancelled check or credit card statement indicating payment from personal funds.
    - If an employee is traveling to a conference/training and the travel occurs in two fiscal years, the cost of the conference, along with the travel expenditures must be split according to the year that they were incurred.
- 5. Allow at least two weeks for the travel request to be processed.
  - a. Title I Employee Travel Requisitions must be received within 30 days of travel by the Secretary of Federal & State Programs.
  - b. August 1 is the deadline for Title I Employee Travel Requisitions to be submitted.
    - i. Title I Employee Travel Requisitions must be received by the Secretary of Federal & State Programs by August 1 for prior fund year travel expenses.
    - ii. Prior fund year travel expenses must be incurred by August 31.
  - c. Prior year Travel Expense Forms for August travel must be submitted by September 1.
- 6. The Secretary of Federal & State Programs screens the Title I Employee Travel Requisition to verify the requisition is an allowable Title I expenditure. If unsure, the Secretary of Federal & State Programs will flag the line item(s) in question with a pink Post-It Note.
- 7. The Secretary of Federal & State Programs verifies the account codes are correct.
- 8. The Secretary of Federal & State Programs verifies all documents are attached and within the <u>GSA Per Diem Rates</u>.
- 9. The Secretary of Federal & State Programs enters the total amount(s) of the requisition onto the corresponding campus Title I Google Sheet in the "Encumbrance" column.



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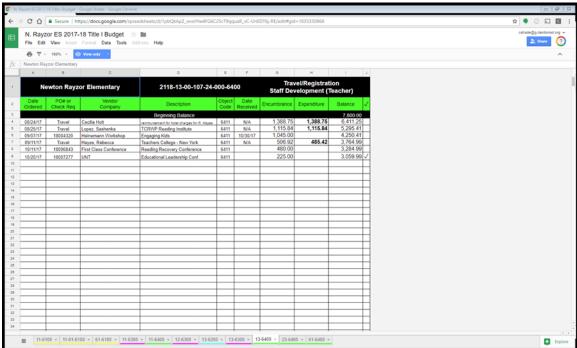
- 10. The Secretary of Federal & State Programs places the Title I Employee Travel Requisition(s) and supporting documents including related Title I Funds Requisitions into a folder with all other campus requisitions and places the folder on the desk of the Coordinator of Federal & State Programs.
- 11. The Coordinator of Federal & State Programs examines the Title I Employee Travel Requisition(s) and accompanying Title I Funds Requisition(s) with attention to any requests that have been flagged with pink Post-It Notes by the Secretary of Federal & State Programs to determine if the expenditure is allowable or unallowable.
- 12. The Coordinator of Federal & State Programs signs the Title I Employee Travel Requisition(s) and Title I Funds Requisition(s) of all allowable expenditures and places the requisitions into the folder and returns all approved requisitions to the Secretary of Federal & State Programs.
- 13. Any unallowable Title I Funds Requisitions marked "unallowable" by the Coordinator of Federal & State Programs will be given to the Secretary of Federal & State Programs and returned to the campus through the intercampus mail.
- 14. The Secretary of Federal & State Programs enters the approved requisition(s) into eFinance as a check request and/or purchase order(s).



- 15. The Secretary of Federal & State Programs prints a copy of the check request and places the check request and/or purchase order(s) in the folder on the desk of the Coordinator of Federal & State Programs.
- 16. The Coordinator of Federal & State Programs signs the check request and places it into the folder and returns all approved requisitions to the Secretary of Federal & State Programs.
- 17. If processed by Purchase Order, the white VENDOR COPY of the purchase order is mailed to the vendor. If processed with a check request, a check and a copy of the original registration form is mailed to the vendor by the Purchasing Department unless otherwise directed by the campus to return the check and a copy of registration form to the campus.
- 18. If processed by Purchase Order, the pink RECEIVING COPY and gold CONFIRMATION COPY are returned by the Purchasing Department to the Federal & State Programs department via intercampus mail.

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- 19. The Secretary of Federal & State Programs makes a copy of the pink RECEIVING COPY and highlights the **RECEIVING COPY** line in pink and returns the highlighted copy to the campus through the intercampus mail.
- 20. The original pink RECEIVING COPY and the original gold CONFIRMATION COPY is maintained in the office of the Secretary of Federal & State Programs.
- 21. The campus secretary keeps the highlighted pink RECEIVING COPY until the traveler returns.
- 22. Upon return, the campus secretary verifies the travel has taken place and signs the highlighted copy of the RECEIVING COPY and returns it to the Secretary of Federal & State Programs through intercampus mail along with confirmation of attendance (i.e. certificate of attendance, nametags, etc.) to the Secretary of Federal & State Programs.
- 23. The campus secretary enters the total amount(s) from the highlighted copy of the VENDOR COPY onto the corresponding campus Title I Excel Spreadsheet(s) in the "Expenditure" column.
  - a. Note: The "Expenditure" column will override the "Encumbrance" column in the spreadsheet.
- 24. The Secretary of Federal & State Programs verifies receipt and signs the pink RECEIVING COPY and forwards it to the Accounts Payable through intercampus mail. Cancelled items must be noted on the pink RECEIVING COPY and forwarded to the Accounts Payable Office.
- 25. Campus Audit Trails and Title I Excel Spreadsheets are distributed monthly by the Secretary of Federal & State Programs to the campus secretary through the intercampus mail. Prior to distribution, the Secretary of Federal & State Programs compares the campus Expenditure Audit Trail and the district copy of the Title I Google Sheet.



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PENTAMATION ENTERPRISES, INC. DATE: 11/11/2012 TIME: 08:06:12	DENTON ISC EXPENDITURE AUDIT			PAGE NUMBER: 1 AUDIT21
SELECTION CRITERIA: orgn.fund='2113' and ACCOUNTING PERIODS: 1/13 THRU 5/13	orgn.orgn3='107'			
SORTED BY: FUND, ORGANIZATION, SUBOBJECT, FU	NCTION, 1ST SUBTOTAL, ACCOUNT, PR	OGRAM INTENT		
TOTALED ON: FUND, ORGANIZATION, SUBOBJECT, F	UNCTION, 1ST SUBTOTAL			
PAGE BREAKS ON: FUND, ORGANIZATION, SUBOBJE	CT			
FUND - 2113 - TITLE I BUDGET UNIT - 2113110010724000 - RAYZOR I	NST ACCEL ED			
ACCOUNT DATE T/C PURCHASE O REFERENCE	VENDOR BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION CUMULATIVE BALANCE
2113-11-00-107-24-0-00-2113110010724000 -	RAYZOR INST ACCEL ED			
6300 HOST-SUPPLIES & MATERIALS 06/28/12 11-1 07/23/12 13-1 1/07/12 25-3 348	.00 .00 13,154.00	.00		BEGINNING BALANCE POSTED FROM BUDGET SYSTEM TITLE I PART A CORRECTIONS
TOTAL HOST-SUPPLIES & MATERIALS	10,074.00	.00	.00	10,074.00
11/06/12 17-5 13007325-02 11/07/12 17-5 13007365-01 11/07/12 17-5 13007565-02 11/09/12 17-5 13007644-01 11/09/12 17-5 13007644-02	.00 015814 FOLLETT LIBRARY 015814 FOLLETT LIBRARY 015914 FOLLETT LIBRARY 1012472 LEARNING A-Z 1012472 LEARNING A-Z 1001553 PEARSON LEARNING 1001553 PEARSON LEARNING .00	.00	3,657.10 272.22 629.65 .00 2,563.76 1,782.35	BEGINNING BALANCE POSTED FROM SUDDET SYSTEM SER ATTACHED LIST OF 261 TOTAL CATALOGING & PROCES LERANING A-Z, 7 CLASSROOM SUBSCRIPTION ORDER # 3257 DRAZ KIT, K-3 CONFERENSI ELD2 K-6 COMPREHENSIVE PK NO SHIPPING CHARGES  -8,905.98
6398 TECHNOLOGY SUPPLIES	.00	.00	.00	BEGINNING BALANCE
96/28/12 11-1 TOTAL TECHNOLOGY SUPPLIES	.00	.00	.00	POSTED FROM BUDGET SYSTEM .00
6399 GENERAL SUPPLIES  06/28/12 11-1  09/13/12 17-3  13003854-01  09/13/12 17-3  13003854-99  09/13/12 17-3  1300385-99  10/12/12 17-3  1300385-99  10/12/12 17-4  1300385-99  10/12/12 11-4  10/18/12 17-4  130058922-01  10/18/12 17-4  13005922-02  10/18/12 17-4  13005922-03  10/18/12 17-4  13005922-03	.00 1012758 GREAT SOURCE WES 1012758 GREAT SOURCE WES 103548 OFFICE DEPOT (AC 1012758 GREAT SOURCE KE 1012758 GREAT SOURCE KE 1012758 GREAT SOURCE KE 1012758 GREAT SOURCE KE 1033548 OFFICE DEPOT (AC 103548 OFFICE DEPOT (AC 103548 OFFICE DEPOT (AC 103548 OFFICE DEPOT (AC	.00 (257.50 (27.66)	25.7.90 25.79 10.30 5.99 -257.90 18.20 5.76 179.75	BEGINNING BALANCE POSTED FROM BUDGET SYSTEM BDC CALBIDAR MATE GK COME BETIMAZED SHIPPING/HANDLI SMEAD COLOR FILE FOLDERS BETIMAZED SHIPPING/HANDLI BCC CALBIDAR HATH GK COME BETIMAZED SHIPPING/HANDLI SM 901 HIGHAND FLAN TRAN RAND MCNALLY M-SERIES WAL KEYSPAN EASY PRESENTER (B QUARTET CLR CRK BULLETIN

26. Upon receipt, the campus secretary compares the campus copy of the Title I Google Sheet to the copy of the campus Expenditure Audit Trail and corrections are made accordingly.

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

27. The campus secretary compares the Expenditure Audit Trail to the campus copy of the Title I Google Sheet. Any discrepancies are to be discussed between the campus secretary and the Secretary of Federal & State Programs.

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