


# 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



STATE & FEDERAL PROGRAMS  
EMPLOYEE TRAVEL REQUISITION  
2017-2018

Employee Must Complete all Information	
Name: _____	Vendor # _____
Campus: _____	Emp. # _____
Conference Title: _____	Conference Date(s): _____
Conference Location: City: _____	State: _____
Departure Date _____	Return Date _____
<i>Justification required for all out-of-state travel</i>	
Please list any other DISD employees sharing hotel room: _____	

- 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)

Estimate Expenses		
Hotel per diem amount		
Nights + applicable tax		
_____ nights @ _____/night	_____	
Meals per diem amount		Account Number/Expenditure code
_____ days @ _____/day	_____	
<b>Itemized receipts required for all meals</b>		
Car mileage (total miles x .535)		
_____ miles round-trip x .535	_____	Employee's Signature/Date
Car rental + gas	_____	
Parking	_____	
Bus/Cab	_____	
		Principal's Signature/Date
<b>Do Not Include PrePaid Amounts (Only Amounts to be reimbursed to Employee)</b>		
Airfare	_____	
Registration Fee	_____	
<b>TOTAL EXPENSES</b>	=====	State & Federal Programs Signature/Date
<b>For State &amp; Federal Programs Use Only</b>		
_____	_____	_____
Date Received	Date Posted	Date Entered

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.

**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)

**TEA**  
Texas Education Agency

**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

- 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-quality education and reach, at a minimum proficiency on challenging State academic standards and assessments. A school operating a schoolwide program may use Title I funds for any activity that supports the needs of students in the school as identified in the comprehensive needs assessment and articulated in the schoolwide plan.

Describe the specific need, as identified in your comprehensive needs assessment, that this out-of-state travel addresses.

Through the CNA process, which included a thorough examination of data from multiple sources, the campus has indicated a need for supplemental professional development to provide students a well-rounded education.

The CIP includes the following goal(s) and activities for out-of-state travel:

- [Lodging \(2.6\)](#)
  - 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:
      - 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 is \$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.
- [Transportation](#)
  - [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)

- 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 [GSA Per Diem Rates](#).
  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.

Newton Rayzor Elementary		2118-13-00-107-24-000-6400		Travel/Registration Staff Development (Teacher)				
Date Ordered	PO# or Check Reg	Vendor Company	Description	Object Code	Date Received	Encumbrance	Expenditure	Balance
Beginning Balance								7,800.00
08/24/17	Travel	Cocilla Holt	workshop for new teachers for N. Rayzor	6411	N/A	1,388.75	1,388.75	6,411.25
09/25/17	Travel	Lopez, Sashenka	TCRWP Reading Institute	6411	N/A	1,115.84	1,115.84	5,295.41
09/07/17	15004320	Heinemann Workshop	Engaging Kids	6411	10/30/17	1,045.00		4,250.41
09/11/17	Travel	Hayes, Rebecca	Teachers College - New York	6411	N/A	506.92	486.42	3,764.99
10/11/17	18006843	First Class Conference	Reading Recovery Conference	6411		480.00		3,284.99
10/20/17	18007277	UNT	Educational Leadership Conf	6411		225.00		3,059.99

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).

The screenshot shows a web browser window titled "New Requisition Information - DENTON ISD - EFINANCEPLUS 5.0". The interface includes a navigation bar with "Home", "New", "Open", "Delete", "File Options", "Save", "Add Item", "Notes", "OK", "Back", "Controls" (First, Previous, Next, Last), and "Tools" (Spell Check, ABC). The main content area is titled "PLUS Series - New Requisition Information - DENTON ISD - EFINANCEPLUS 5.0" and shows "Date: 11/07/2012 Period: 5/13".

The "General Information" section contains the following fields:

- Requisition #: 13009136
- DIVISION: (dropdown menu)
- Requested: 11/07/2012
- Required: (calendar icon)
- Vendor: (search icon)
- Vendor Address: (text field)
- Alternate Order Address: (button)
- Add Attachment?:
- Freight: (text field)
- Comments: (text area)
- Buyer: (text field)
- Attention: (text field)
- Ship To: (dropdown menu)
- Continuous:

At the bottom, there is a "Select Detail Items" button and a table with the following columns: Item, Description, Quantity, Price, Total, BUDGET UNIT, Account, Status.

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.

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.

Newton Rayzor Elementary			2118-13-00-107-24-000-6400		Travel/Registration Staff Development (Teacher)			
Date Ordered	PO# or Check Req	Vendor Company	Description	Object Code	Date Received	Encumbrance	Expenditure	Balance
Beginning Balance								7,600.00
08/24/17	Travel	Cecilia Holt	embursement for hotel charges for #. Hayes	6411	N/A	1,388.75	1,388.75	6,411.25
08/25/17	Travel	Lopez, Sashenka	TCRWP Reading Institute	6411	N/A	1,115.84	1,115.84	5,295.41
09/07/17	18004320	Heinemann Workshop	Engaging Kids	6411	10/30/17	1,045.00		4,250.41
09/11/17	Travel	Hayes, Rebecca	Teachers College - New York	6411	N/A	506.92	485.42	3,764.99
10/11/17	18006843	First Class Conference	Reading Recovery Conference	6411		480.00		3,284.99
10/20/17	18007277	UNT	Educational Leadership Conf	6411		225.00		3,059.99



SELECTION CRITERIA: ORGN.FUND='2113' AND ORGN.ORGANIZATION='107'  
 ACCOUNTING PERIODS: 1/13 THRU 5/13

SORTED BY: FUND, ORGANIZATION, SUBOBJECT, FUNCTION, 1ST SUBTOTAL, ACCOUNT, PROGRAM INTENT

TOTALLED ON: FUND, ORGANIZATION, SUBOBJECT, FUNCTION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION, SUBOBJECT

FUND - 2113 - TITLE I  
 BUDGET UNIT - 2113110010724000 - RAYZOR INST 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									
06/28/12					.00	.00	.00	BEGINNING BALANCE	
07/23/12					.00	.00	.00	POSTED FROM BUDGET SYSTEM	
					13,154.00			TITLE I PART A	
								CORRECTIONS	
TOTAL			348		10,074.00	.00	.00		10,074.00
6329 READING MATERIALS									
06/28/12					.00	.00	.00	BEGINNING BALANCE	
11/06/12					.00	.00	.00	POSTED FROM BUDGET SYSTEM	
11/06/12					.00	.00	.00	SEE ATTACHED LIST OF 261	
11/06/12					.00	.00	.00	TOTAL CATALOGING & PROCES	
11/07/12					.00	.00	.00	LEARNING A-Z, 7 CLASSROOM	
11/07/12					.00	.00	.00	SUBSCRIPTION ORDER # 3257	
11/09/12					.00	.00	.00	DRAL KIT, K-3 COMPREHENS	
11/09/12					.00	.00	.00	ELD2 K-4 COMPREHENSIVE PK	
11/09/12					.00	.00	.00	NO SHIPPING CHARGES	
TOTAL					8,905.08	.00	.00		-8,905.08
6398 TECHNOLOGY SUPPLIES									
06/28/12					.00	.00	.00	BEGINNING BALANCE	
TOTAL					.00	.00	.00	POSTED FROM BUDGET SYSTEM	
6399 GENERAL SUPPLIES									
06/28/12					.00	.00	.00	BEGINNING BALANCE	
09/13/12					.00	.00	.00	POSTED FROM BUDGET SYSTEM	
09/13/12					.00	.00	.00	EDC CALENDAR MATH GK COME	
09/13/12					.00	.00	.00	ESTIMATED SHIPPING/HANDLI	
09/13/12					.00	.00	.00	SMED COLOR FILE FOLDERS	
09/13/12					.00	.00	.00	ESTIMATED SHIPPING/HANDLI	
10/16/12					.00	.00	.00	SM 901 HIGHLAND PLAN TRAN	
10/16/12					.00	.00	.00	RAND MCNALLY M-SERIES WAL	
10/16/12					.00	.00	.00	KEYSPAN EASY PRESENTER (S	
10/16/12					.00	.00	.00	QUARTET CLR CRK BULLETIN	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

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.
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.