



La Feria Independent School District

P.O. Box 1159 • 203 E. Oleander Ave. • La Feria, Texas 78559 • (956) 797-8300 • FAX (956) 797-3737

Cynthia A. Torres, Superintendent

La Feria I.S.D.
School Board

July 17, 2023

Jane Castillo
President

Administrative Policy #2
RE: Staff Travel

CTorres

Katie Johnson
Vice-President

Please be advised of the attached Administrative policy regarding staff travel.

Alma Martinez
Secretary

Juan Briones
Member

Gloria Casas
Member

Lisa Montalvo
Member

Ruben Zambrano
Member

LA FERIA INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL PROCEDURES QUICK GUIDE

1. Employees must submit a travel requisition online and have it approved by the Principal/Dept Head, Assistant Superintendent, and Superintendent. Employee will receive an email once travel authorization has been approved or denied.
(https://www.laferiaisd.org/a-z/business_office/employees/forms)
2. Once travel has been approved the following checklist must be completed:
 - I. **REGISTRATION** - the employee will submit registration (if applicable) to the organization conducting the meeting, conference, workshop, clinic, etc. If a registration fee is required, the employee must provide a copy of registration showing fees to their campus/department secretary so that a requisition is submitted to pay for registration fees.
 - II. **HOTEL RESERVATION** - if a hotel reservation is needed, the employee will coordinate with their campus/department secretary to submit a hotel reservation. It is the employee's responsibility to follow up with their secretary and/or Business Office to ensure hotel reservations have been made.
 - i. Lodging Rates are determined per Texas State Comptroller's website:
(<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
 - ii. No single employee rooms will be allowed unless:
 - There is only one employee of the gender on the travel; or
 - There is an odd number of employees of the gender on the travel
(ex. 3 male employees = 2 rooms)
 - III. **TRANSPORTATION** - if a vehicle is needed for travel, the employee will:
 - i. **1ST OPTION** – Contact Transportation Department for district vehicle availability (this includes school buses).
 - ii. **2ND OPTION** – If district vehicle is not available, employee must submit online car rental request. The employee will receive an email confirming that a requisition for vehicle rental has been submitted. It is the employee's responsibility to follow up with campus secretary and/or Business Office to ensure vehicle rental has been made.
(https://www.laferiaisd.org/a-z/business_office/employees/forms)
 - iii. **3RD OPTION** – If district vehicle is not available and no car rental is available, employee may use personal vehicle for travel. Employee may submit reimbursement for mileage.
 - The employee will submit their mileage reimbursement through Skyward Employee Access – Expense Reimbursement.
(<https://skysrv.laferiaisd.org/scripts/wsisa.dll/WService=wsFin/seplog01.w?1873Nav=%7C&NodeID=68>)
 - Employee is required to calculate mileage using an electronic mapping source (MapQuest or Google Maps).
 - Employee must attach a print out of the driving directions provided by the site and attach to the expense reimbursement.
 - iv. **Fuel Cards:**
 - Fuel cards will only be issued if using district vehicle.
 - Fuel cards may be requested at Business Office 1 day before travel or on same day of travel.

- Fuel cards must be returned to Business Office immediately upon return from travel. If employee returns during the weekend, fuel card must be returned to Business Office the following Monday.
- ALL fuel receipts must be submitted when returning fuel card to Business Office.

v. **Parking and Toll Fees:**

- Parking fees are not advanced prior to travel
- Valet parking is not allowed and will not be reimbursed
- Parking fees will be reimbursed only with original ticket submitted and only if it is for the official business of the meeting, conference, workshop, clinic, etc.
- Tolls are not allowed and will be charged to employee if Transportation Department receives tickets for tolls used

IV. PER DIEM – once travel has been approved (email approval), the employee will enter their per diem request through Skyward Employee Access – Expense Reimbursement. CHECKS ARE PROCESSED EVERY THURSDAY AND ARE AVAILABLE FOR PICK-UP STARTING AT 04:00 P.M.

- i. All employees will receive a travel per diem according to schedule provided.
- ii. Employees must submit a per diem request at least two weeks prior to travel. This will allow time for all approvals to be made and for Business Office to process per diem checks.
- iii. Per diem check request must have an approved travel requisition attached (#1). Employee may check approval status of per diem check through Skyward Employee Access.
- iv. If a per diem is not submitted in a timely manner, a check will not be available prior to travel. The per diem check will be processed after all approvals and attachments are submitted, and will be processed in the next scheduled AP check run.
- v. If employee travel is cancelled for any reason, it is the employee's responsibility to return all per diem issued. Funds must be returned to the Business Office within 3 days that travel is cancelled.

3. Employees will be charged any expenses that the district incurs from their failure to attend any meetings, conferences, workshops, clinics, etc.
4. When more than one employee is attending a conference/workshop at the same location and time, all employees must travel together if using district vehicle.
5. When returning from travel, employee is required to submit original receipts to the Accounts Payable Department:
 - I. Registration receipts (if additional fees incurred)
 - II. Final hotel receipts
 - III. Car rental invoice (if applicable)
 - IV. Fuel receipts
 - V. Parking receipts

**LA FERIA INDEPENDENT SCHOOL DISTRICT
STUDENT & EMPLOYEE TRAVEL PER DIEM SCHEDULE**

Student Meal Rates			
Meal Type	Local	Area/Regional	State
Breakfast	\$ 8.00	\$ 10.00	\$ 10.00
Lunch	\$ 8.00	\$ 12.00	\$ 15.00
Dinner	\$ 8.00	\$ 15.00	\$ 25.00
Full Day	\$ 24.00	\$ 37.00	\$ 50.00

Employee Meal Rates	
Meal Type	Meal Rate
Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00
Full Day	\$ 50.00

Departing & Returning Times for Eligible Travel Per Diem		
Meal Type	Departing Before	Returning After
Breakfast	07:00 A.M.	07:00 A.M.
Lunch	11:00 A.M.	02:00 P.M.
Dinner	04:00 P.M.	06:00 P.M.

FY 2022 Per Diem Rates for Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158
Big Spring	Howard	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136
Corpus Christi	Nueces	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103
Dallas	Dallas	\$161	\$161	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$161
El Paso	El Paso	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98
Galveston	Galveston	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$132	\$132	\$99	\$99
Houston	Montgomery / Fort Bend / Harris	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122
Midland / Odessa	Midland / Andrews / Ector / Martin	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183
Pecos	Reeves	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134
Plano	Collin	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122
Round Rock	Williamson	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102
San Antonio	Bexar	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124
South Padre Island	Cameron	\$96	\$96	\$96	\$96	\$96	\$105	\$105	\$105	\$105	\$105	\$96	\$96
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
Waco	McLennan	\$107	\$107	\$107	\$107	\$107	\$123	\$123	\$107	\$107	\$107	\$107	\$107