

CHARTER SCHOOL BOARD POLICY MANUAL JUBILEE ACADEMIES
POLICY GROUP 5 – FISCAL MANAGEMENT
EMPLOYEE TRAVEL POLICY

Sec. 5.12. Purpose of Policy.

The Board of Directors (the “Board”) and Superintendent of Jubilee Academies (“Jubilee”) shall endeavor to maximize the use of Jubilee funds for travel expenses incurred to further Jubilee’s mission and facilitate the implementation of the charter program. Through this policy, the Board shall address the legal requirements, as applicable, promulgated at:

- (a) Texas Education Code §§ 12.107 and 12.115(a)(2); and
- (b) Financial Accountability System Resource Guide, adopted by 19 Texas Administrative Code § 109.41.

Sec. 5.13. Designee(s).

In this policy, where the Superintendent is authorized to delegate authority to a designee (as denoted by the phrase “or designee”), the Superintendent may delegate such authority to a designee. If the Superintendent delegates authority to a designee, the Superintendent shall do so in writing through an administrative procedure, job description, or internal memorandum. The Superintendent’s delegation of authority to a designee must be specific and must cite the policy section from which it is derived. Any delegation of authority to a designee not documented as set forth in this section shall be null and void.

Sec. 5.14. Key Terms.

For purposes of this policy, the term “travel” shall include:

- (a) **Local travel:** travel within the state-approved geographic boundary of the charter in which the employee’s assigned campus sits OR within 25 miles of the employee’s assigned campus, as measured from any point on the school’s real property boundary line, not including an employee’s commute to work from the employee’s permanent or temporary residence. Local travel is performed in one day and does not involve an overnight stay, per diem authorization or lodging expenses.
- (b) **Out-of-Area travel:** travel outside the state-approved geographic boundary of the charter in which the employee’s assigned campus sits OR travel greater than 25 miles outside of the employees assigned campus as measured from any point on the school’s real property boundary line, not including an employee’s commute to work from the employee’s permanent or temporary residence. Per diem is authorized for out of area travel.
- (c) **Overnight trips:** Out-of-Area travel requiring an overnight stay, per diem authorization and lodging expenses.

The term “assigned campus” means the place where an employee regularly performs his or her work duties. For an employee who works at multiple locations, the “assigned campus” is the place where the employee regularly performs the majority of his or her work duties. If the employee does not perform the majority of his or her work duties at any one campus, the “assigned campus” is the campus or location where the employee’s supervisor is stationed.

Sec. 5.15. Administrative Procedures.

The Superintendent or designee shall prepare and formally adopt administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law.

Sec. 5.16. Travel Expenses to be Reasonable, Necessary and Documented.

In general, Jubilee shall reimburse employees for all reasonable and necessary business travel expenses incurred while conducting Jubilee business provided that the employee’s travel expenses are properly documented, and within the guidelines established in this Policy.

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Sec. 5.17. Required Business Purpose and Cost Effectiveness.

An employee traveling on Jubilee business is responsible for ensuring that the travel pertains to the efficient and effective operation of Jubilee and will benefit the students and/or educational mission of Jubilee. Additionally, the employee is responsible for utilizing the most cost-effective means of conducting a travel related activity. The use of personal vehicles for business related travel for overnight trips as defined in 5.14 above will be considered on a case-by-case basis. The use of a personal vehicle for local travel and out-of-area travel as defined in 5.14 above will be considered on a case by case basis. Travel activities must be approved by the employee's immediate supervisor using the Travel Request Form located at: <https://sites.google.com/jubileeademic.org/intranet/purchasing>

The Travel Request Form and requisition must be completed not less than twenty-one (21) business days prior to the first day of travel. Emergency exceptions will be considered on a case-by-case basis.

Sec. 5.17.1 Request for Reimbursement of Travel Expenses.

In order to obtain reimbursement for travel expenses, an employee must submit a request for reimbursement and original, itemized receipts, except as otherwise provided below, to the employee's immediate supervisor within two (2) business days after his/her return to Jubilee.

Sec. 5.17.2. Request for Reimbursement of Travel Expenses Form.

The Superintendent or designee shall prepare or cause to be prepared a Request for Reimbursement of Travel Expenses form that includes the following information:

- (a) The employee's full, legal name, replace with employee number and normal place of employment (i.e., campus or department);
- (b) The travel destination and dates of travel.
- (c) The actual amounts expended by the employee for lodging, mileage for personal vehicle driven, parking, transportation, and other travel-related expenses. Receipts for meals are not required for reimbursement provided that the maximum GSA allowance is not exceeded.
- (d) A notation indicating if the employee received a travel advance, the amount of the travel advance and the amount of the travel advance remaining, or travel expenses incurred over the travel advance.
- (e) A statement certifying that the expenses reported and requested on the form are true, correct, and unpaid.
- (f) A statement certifying that the supporting documents attached to the form are an original, unaltered third-party receipt or record; and
- (g) The employee's signature and date of signature.

Sec. 5.18. Required Supporting Documentation.

An employee requesting to be reimbursed for travel-related expenses shall attach to and submit with the Request for Reimbursement of Travel Expenses Form an original of the following documents issued by the vendor:

- (a) Airline travel itinerary indicating the total cost of airfare, sufficient to ascertain the identity of persons traveling, point of origin and destination and return, and any additional services and/or fees charged by the airline.
- (b) Hotel billing statement indicating that the total cost of lodging was paid and sufficiently detailed to demonstrate that only the cost of lodging, including taxes, was paid and that the lodging pertained to the period of travel originally requested.
- (c) Rental car receipt or statement identifying the Jubilee employee renting the vehicle, establishing that the rental period pertained to the period of business-related travel, disclosing the rental rate and other fees charged, and demonstrating that the total cost of the rental was paid.

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- (d) Itemized retail receipts for gasoline for the rental car, airport or other parking, toll road fees, fees for business-related long-distance calls (explanatory statement required), taxi service, and other allowed incidental travel related expenses;
- (e) MapQuest, Google maps, or other similar web-service printout indicating the number of miles traveled or actual odometer reading indicating the number of miles traveled.
- (f) Conference, workshop or other forum Certificate of Attendance, Certificate of Completion, or other equivalent document demonstrating that the employee attended training.

Sec. 5.19. Exact Copies Permitted.

Employees shall submit original supporting document where possible. Any photocopy or other duplicate of an original supporting document provided in lieu of the original supporting document must be an exact copy, or an Electronic Record described by Section 7.5. The Superintendent or designee shall decline to reimburse the employee for any travel-related expense that fails to comply with this Section, including those supported only by an employee's handwritten record.

Sec. 5.20. Electronic Record.

Employees may submit an original electronic record if provided by the vendor.

Sec. 5.21. Receipts for Meal Expenses.

Employees are not required to provide original itemized receipts for the cost of meals.

Sec. 5.22. Review by Immediate Supervisor.

Upon receiving the employee's Request for Reimbursement of Travel Expenses Form and attached supporting documentation, the employee's immediate supervisor must review the employee's request for reimbursement within two (2) business days upon receipt from the employee and ensure that the travel expenses are reasonable and necessary and comply with this policy. If the employee attended a staff development event, the employee's immediate supervisor must observe that a certificate of attendance or completion or other equivalent document evidencing that the employee attended the event is attached.

Sec. 5.23. Review by Superintendent.

The Superintendent or designee shall review and approve or disapprove an employee's request for reimbursement and issue a final determination of amounts due to the employee for reimbursement.

Sec. 5.24. Allowable Costs.

Sec. 5.24.1. General Rule.

Reimbursement rates shall be generally those established by the Texas Comptroller of Public Accounts. Any departure from this general rule must be supported by a written statement and/or other evidence submitted by the employee and approved by both the employee's immediate supervisor and the Superintendent or designee.

Sec. 5.24.2. Applicability of State Travel Rules.

Except as otherwise established in this policy, the travel requirements promulgated by the Texas Comptroller of Public Accounts shall not apply

Sec. 5.25. Eligible Travel Expenses.

An eligible travel expense is a cost that is reasonable and necessary for the conduct of travel pertaining to a Jubilee function, program or activity, including, but not limited to:

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- (a) Common carrier fares including the cost of transportation via airplane, bus, taxi and train;
- (b) Hotel lodging up to the maximum amount allowed pursuant to the guidelines published by the Texas Comptroller of Public Accounts;
- (c) Hotel occupancy taxes;
- (d) Rental car cost;
- (e) Mileage per diem up to the maximum amount allowed pursuant to the guidelines published by the Texas Comptroller of Public Accounts and based upon the mileage calculated using MapQuest, Google Maps, or other similar web-service (provide a PDF copy of the online map service used) or actual odometer readings. The use of personal vehicles for business related travel for overnight trips as defined in Sec.5.14 above is prohibited. The use of a personal vehicle for non-overnight, local travel and out-of-area travel as defined in Sec. 5.14 above, will be considered on a case-by-case basis.
- (f) Meals up to the maximum amount allowed pursuant to the guidelines published by the Texas Comptroller of Public Accounts; and
- (g) Incidental costs such as the cost of gasoline for a rental car and fees for parking, toll roads, internet service used for Jubilee business, and business-related long-distance calls.

Sec. 5.26. Student Travel Expenses.

During a pre-approved school-sponsored trip during which Jubilee is providing meals for students, the designated trip sponsor shall obtain a travel advance, or pay directly for the meal and obtain a receipt for reimbursement. Meal money shall not be provided directly to students. The full day meal allowance for students shall be \$25.

Sec. 5.27. Ineligible Travel Expenses.

A cost is NOT an eligible travel expense if it is NOT allowed by applicable law, rule or other legal requirement, and is NOT reasonable and necessary for the conduct of travel pertaining to a Jubilee function, program or activity. Although not all-inclusive, the following expenses are considered ineligible for reimbursement including, but not limited to:

- (a) Alcoholic beverages;
- (b) Entertainment of any kind including, but not limited to, sporting or music venues;
- (c) Fines;
- (d) Gratuities;
- (e) Membership fees;
- (f) Room service, laundry, personal phone calls, Internet service for personal use, in-room movies, etc.;
- (g) Travel for spouses, the employee's children, non-charter school employees, or other related guests; and
- (h) Valet services.

Sec. 5.28. Travel Advances.

An employee may request a travel advance and will be approved on a case-by-case basis by submitting a Travel Advance Authorization Form to the Superintendent or designee at least fifteen (15) business days prior to the travel date. Any unused funds must be returned within two (2) days of return.

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