



*Priority Charter Schools*

# **TRAVEL MANUAL**

**2024 - 2025**



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## **PURPOSE**

The purpose of this manual is to provide broad guidelines for official Priority Charter School business travel in accordance with applicable regulations and sound business practices.

## **OVERVIEW**

This Travel Procedures Manual applies to all Priority Charter Schools employees who incur expenses while engaged in official school district business. Only those expenses that have been incurred while on District business will be reimbursed. District travel and business expense reimbursement procedures meet the IRS definition of reimbursable expense. Expenses that conform to this policy are not reported as taxable income to the individual. Certain expenditures that do not conform to this policy will not be considered reimbursable. Items of a personal nature incurred while traveling shall be carefully segregated from District expenses and are not reimbursable.

All travel-related expenses must be made within the ethical and legal limits as defined by District, state and federal guidelines and regulations.

## **TRAVEL STATUS**

An employee is not in travel status when traveling within their own county and shall not receive lodging or meal reimbursement. An employee must travel more than 50 miles one way to be eligible for full per diem or lodging.

## **OCCUPATIONAL FRAUD**

Fraud is the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the District's resources or assets. Employees (travelers) who intentionally submit fraudulent travel requests will be disciplined according to the District's Ethics Policy.

## **EXCEPTIONS**

The Board of Trustees and the Superintendent or their designee have sole authority to approve exceptions to the provisions of this Manual. Approved exceptions must be explicitly justified as beneficial to both PCS and the individual and require the recommendation of the traveler's supervisor.

## **EMPLOYEE RESPONSIBILITIES**

The PCS travel guidelines generally follow the travel guidelines as established within the Texas Comptroller of Public Accounts *TexTravel* website, where applicable. The *TexTravel* can be accessed online at <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>. Because the reimbursement rates can change, it is recommended that travelers print the page at the time reservations are made and submit the print-out with the travel reimbursement voucher as a supporting document.

The following is the responsibility of every traveling employee of the Priority Charter Schools :

- Make your own hotel reservation and/or workshop/conference registration when possible.
- Cancel hotel reservations according to the hotel's cancellation policy or make necessary changes if travel plans change.
- Cancel registration according to the agency's cancellation policy.
- Notify the Executive Director of Finance via email of any change in travel plans.
- Verify all travel arrangements are complete ten (10) business days prior to departure date of trip.
- Verify that all expenses being paid or reimbursed are valid and conform to the provisions established in this manual, and understand that requests lacking required funds, next-level supervisor approval and supporting documentation will not be processed or reimbursed.
- Ensure that expenses submitted for reimbursement have not been previously paid through a travel reimbursement request or by an outside organization.
- Obtain appropriate approval signatures. An employee shall not approve his/her own expenses. In addition, any subordinate within the direct reporting structure of the individual requesting the expenditure or reimbursement may not grant approvals.
- Submit all travel-related requests at least 20 days prior to travel date. All requests shall be submitted complete.
- Submit all reimbursement requests (with supporting documentation) related to

his/her travel within 10 days of completion of travel. The employee incurring expenses may delegate the responsibility for preparation of the appropriate forms, but will always retain accountability for ensuring all travel expenses are in accordance with policies and procedures of the District. Adjustments for per diem will not be made after the check has been processed.

- Submit all receipts with reimbursement request if expense was incurred using personal credit card or “out-of-pocket.” Food receipts are optional.

## **SUPERVISOR RESPONSIBILITIES**

Individuals authorized to approve travel or business expenditures of other employees shall administer these guidelines. Expenses that appear to be excessive or unusual in relation to the nature of the business travel shall be investigated prior to approval. An explanation of any such expenditure must be included before submission to the Executive Director of Finance and the Superintendent.

Transactions and forms related to travel or business expenses must be approved by the next-level supervisor. The authorized approver is responsible for verifying the purpose of the expense is valid and directly related to official school business. The approver should also verify the validity of the business trip and guarantee funds are available to cover all expenses related to that trip.

All reimbursement requests or travel-related payment requests submitted for approval should be reviewed and approved within five (5) business days. The supervisor should forward the approved travel reimbursement requests or travel-related payment requests to the next administrative level (see Levels of Authorization below). The employee should be informed that his or her request has been submitted to Accounts Payable.

## **LEVELS OF AUTHORIZATION:**

1. Immediate supervisor (Campus Principal must approve all campus level employees)
2. Executive Director of Finance
3. Superintendent or designee has the final level of approval for all travel request forms.

## **EXECUTIVE DIRECTOR OF FINANCE RESPONSIBILITIES**

The Executive Director of Finance is responsible for reviewing all approved travel-related requests and for investigating all policy and procedure non-compliance. All reimbursement requests related to travel must be sent to the Executive Director of Finance within thirty (30) days of completion of the trip. The Executive Director of Finance must verify that expenses are reasonable. Other duties include:

- Review all requests for travel related expenses ( registration, airline, hotel, and reimbursements).
- Uniformly administer all travel policies and procedures.
- Inform all travelers (via email) when registration has been paid.
- Book all airline and/or rail tickets.
- Make hotel reservations for traveler, upon request.
- Email airline electronic itinerary and hotel information to traveler at least seven (7) working days prior to departure date.
- Verify information contained on reimbursement request matches the accompanying supporting documentation and is in accordance with policies and procedures.
- Verify expenses conform to any requirements imposed by the IRS.
- Verify expenses are charged to proper object code.
- Verify expenses have been reviewed/approved by next-level supervisor.

## **ELIGIBLE TRAVEL EXPENSES**

The following types of expenses, if reasonable and necessary, for district purposes and if properly documented are examples of expenses that may be payable or reimbursable as defined in this manual:

- Air and rail travel
  - All air and rail tickets for PCS travelers are purchased by Accounts Payable. Changes or cancellation penalties imposed by the airline if due to demands made by PCS and not personal reasons (supporting documentation must accompany the Travel Reimbursement Form).



- Car rental and gasoline for rental vehicles
- Ground transportation including taxi and public transportation fares, mileage for personal vehicles, and parking fees.
- Meals, while on official PCS business.
- Registration and fees for attendance at approved conferences and seminars.
- Taxes associated with transportation, lodging and meals only.

## **INELIGIBLE TRAVEL EXPENSES**

PCS **will not** reimburse the following expenses:

- Personal grooming services such as barbers, hairdressers, and shoeshines
- Car rental insurance purchased for domestic travel.
- Childcare
- Membership to private clubs
- Fees for frequent flyer programs and other similar awards for hotels and car rentals
- Fitness and recreational fees, including massages and saunas.
- Laundry and dry-cleaning expenses
- In-room movies
- Theatre or other tourist attractions and sightseeing
- Parking for personal trips (malls, restaurants, sporting events, etc.)
- Transportation for personal trips (shopping, sightseeing, restaurants, etc.)
- Insurance cost such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Lost baggage
- Lost or theft of personal funds, personal property or airline tickets.
- “No show” charges for hotel or car service
- Parking tickets or traffic violations
- Personal automobile repairs
- Personal credit card annual or late fees
- Personal telephone charges

- Pet care
- Tips or gratuities, except when included as part of the bill.
- Valet parking, when self-parking is available.
- Upgrades (air, hotel, rental car, etc.)
- Spouse or guest travel
- Liquor/Alcoholic beverages
- Limousine service unless no other more cost-effective mode of transportation exists.
- Retail purchases of supplies, book, etc. (items must be purchased with a purchase order)
- Overweight baggage
- Baggage charges beyond the first bag
- In-room internet
- Meal and lodging expenses incurred more than one night before or after the event/conference/workshop.
- Room service

## RECEIPTS

PCS policy requires original, itemized unaltered receipts for all expenditures except food and tips. All other non-meal expenses require dated, unaltered original receipts. Receipts must be submitted when requesting reimbursement of travel expenses after travel ending date.

Hotel receipts must accompany all travel reimbursement requests – including prepaid lodging by PCS and other agencies before the Executive Director of Finance processes the reimbursement. The receipt must show check-in and check-out dates.

An itemized **hotel folio must** accompany the travel reimbursement request if such lodging was paid by traveler or by PCS.

An **express check-out receipt** is acceptable and must accompany the travel reimbursement request if such lodging was paid for by any other entity.

## CASH ADVANCES

Priority Charter Schools does not offer cash advances.

## **AIRLINE SERVICES**

All domestic and international air travel must be in Coach or equivalent class. Any upgrades are the sole financial obligations of the traveler. All tickets (purchased by PCS or reimbursed to the traveler by PCS) belong to Priority Charter Schools.

All tickets are booked electronically by Accounts Payable's staff member(s).

Request to purchase an airline ticket must be submitted on the Travel Request Form at least 15 working days prior to departure date. Desired flight times must be indicated on request along with any special instructions. The lowest available airfare and best available flight will be booked for all travelers. The traveler must include a copy of his or her airline itinerary when submitting the travel reimbursement form. If airline accommodation has been made and the traveler decides to use another transportation method, PCS is only responsible for the difference in price and or miles upon requesting reimbursement.

## **DENIED BOARDING COMPENSATION**

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes of equipment etc. Travelers may volunteer for denied boarding compensation only if the delay in their trip will not result in any interruption of business or any additional cost. In these cases, the employee is free to keep the compensation.

## **UNUSED/VOIDED TICKETS**

Unused air or rail tickets or flight coupons must never be discarded or destroyed as these documents may have cash value.

All tickets are issued electronically and tracked with an online system in the AP Department. Converting unused tickets to tickets for personal use will be considered occupational fraud.

## **AIRLINE PENALTY FARES**

Airline penalty fares may be utilized when needed. The Executive Director of Finance will honor reimbursement requests for penalty fares and administrative fees when business circumstances require that schedules are changed or canceled. Such tickets are non-transferable. Although the ticket is issued in the employee's name, the ticket belongs to the District.

Most carriers require that changes be made and re-ticketed on or before the departure date of each ticketed flight. You may be able to exchange the return portion for a fee. The

carriers may also charge a fee for customers who standby for an alternate flight on his or her ticketed day of departure. Check with the airline for more information. A receipt for any fees charged should be attached to the Travel Reimbursement Request for reimbursement.

To obtain the lowest possible penalty fare, airline travel should be booked as far in advance as possible.

### **FREQUENT FLYER PROGRAM AWARDS**

Any bonus or promotional gratuity received as a gratuity because of official PCS travel shall be used to offset or reduce the cost of subsequent official PCS travel. Under no circumstances can the traveler keep a bonus or other promotional gratuity so earned for his own personal use. As sufficient mileage, earned because of state-paid travel, is accumulated, free ticket coupons will be applied for and used to offset official PCS travel costs.

### **RENTAL CARS**

PCS will reimburse travelers for the cost of renting a mid-size, intermediate or compact car with prior approval. Mileage is not reimbursed for rental vehicles, although the cost of gasoline may be reimbursed.

When picking up a rental car, traveler should check with rental car agent for any promotional rates, last-minute specials or free upgrades.

The physical condition of the rental vehicle should be inspected prior to leaving the rental lot. Any damage found should be reported to the car rental agency before the vehicle is accepted. Damage should be documented in the car rental agreement to avoid possible dispute over damages for which the company is not responsible.

Original rental receipts and any associated gasoline receipts must be submitted with travel reimbursement request.

Employees will not be reimbursed for traffic citations they receive while on District business.

Travelers are responsible for canceling rental car reservations if travel plans change.

### **GROUND TRANSPORTATION**

Taxi, bus, subway, or shuttle fares will be reimbursed at actual cost with original

receipts. Receipts should include company name, date, destination, and amount. Employees traveling to the same location should share ground transportation to and from the airport whenever possible. Limousine or car services should be used **only** when justifiable, valid business reasons preclude the use of a more economical mode of transportation.

## USE OF DISTRICT PROVIDED VEHICLE

If possible, the district will provide a district vehicle for travel. The traveling employee is responsible for contacting the Executive Director of Operations, Jason Osburn, [josebun@prioritycharterschools.org](mailto:josebun@prioritycharterschools.org) once travel is approved (see STEPS FOR TRAVEL). Employees traveling to the same location on the same day must request a district vehicle through the Executive Director of Operations. If a district vehicle is offered, but travelers choose to use their personal vehicles, mileage will not be reimbursed.

## USE OF PERSONAL AUTOMOBILE

A privately owned vehicle may be used for business travel provided the vehicle is insured by the private owner and the individual using such a vehicle has a valid operator's license. It is expressly understood that while using a privately owned vehicle, the operator assumes all responsibility for accidents to the extent of the operator's insurance coverage.

Exact mileage will be computed using an official internet map (i.e., MapQuest, or Google Maps). PCS will pay a standard rate per mile for official travel by private automobile based on the actual **driving distance by the shortest, most direct, practical route.** Exact mileage is computed from the traveler's assigned worksite to the destination and return to the traveler's assigned worksite (excluding weekend travel). Exact mileage to an airport is determined from the assigned worksite to the airport.

The following chart will be used when determining mileage for inter-district and/or Regional Service Centers (One-way mileage is listed):

	Admin	Copperas Cove	Killeen	Temple
Admin		34	21	
Copperas Cove	34		12	39
Killeen	21	12		29
Temple		39	29	
Region 12	35	70	60	33

As of January 1, 2024, the reimbursement is at the rate of \$.67 cents per mile. This rate

will adjust as the federal government adjusts its rate, typically at the start of the calendar year. Employees must submit a completed Mileage Reimbursement form with the attached internet map (unless location is on the chart above). An employee that receives a travel stipend CAN NOT request mileage reimbursement for inter-district travel.

When two or more PCS employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other PCS employee passengers. Employees may not request reimbursement for gasoline as this is covered by the mileage rate.

Travelers using a privately owned vehicle to travel out of state on official PCS business will be reimbursed mileage at the most economical mode of transportation - normally the lowest airfare. A comparison will be made between driving vs. airfare.

As a reminder, if a district vehicle is offered, but travelers choose to use their personal vehicles, mileage will not be reimbursed.

## **HOTELS**

Overnight lodging (and parking) will not be reimbursed unless the event is more than 50 miles from the employee's primary work location. Lodging rates exceeding the maximum per person per day limit will not be reimbursed. Maximum daily lodging rate is based on the current rate established by the General Services Administration: <http://www.gsa.gov>. Rooms will be double occupancy when more than two people are traveling to the same destination. The only exceptions to this rule are the Superintendent, the Assistant Superintendent, Executive Directors, and Campus Principals.

When traveling to a conference or seminar, it is appropriate to stay at the hotel hosting the conference or seminar, assuming that the daily rate is within the GSA guidelines.

If an employee chooses to stay with relatives, he or she will be reimbursed for meals, but must have prior approval from supervisor and attach a copy to travel reimbursement request.

## **LODGING RECEIPTS**

All lodging receipts are required prior to reimbursement being processed. Meals and incidentals on lodging receipts must be itemized separately. A lodging receipt must include all the following information:

- Name and location of the lodging establishment

- Dates of stay
- Itemized charges for lodging, meals, telephone calls, in-room movies, etc.

Receipts for **all lodging** are always required.

## MEALS AND INCIDENTAL

Meal rates differ depending on whether the travel is in-state or out-of-state. Meal per diem rates will be in accordance with the General Services Administration (GSA); <http://www.gsa.gov/portal/category/2187>, prorated according to the number of meals being served by the conference host. The per diem rate will be paid as outlined on the GSA website. PCS will reimburse travelers for allowable meal costs incurred during District related travel based on reasonable time necessary for traveling. PCS will reimburse travelers for meals on the days of travel to and from the destination according to GSA guidelines. The School shall reimburse an employee on a day that the employee conducts official School business outside of the employee’s place of employment for at least six (6) consecutive hours. This excludes Region 12 Service Centers. Travelers can get reimbursed either on a per diem basis or with receipts (meal reimbursement). **With prior approval**, PCS P-Card holders may be allowed to use their credit card to purchase meals.

- *Per Diem* - Per Diem will be given when the employee is traveling overnight. Receipts and related documentation are not required when requesting reimbursement for meals using the per diem option. Per Diem will only be paid for meals that are not provided by the hotel or conference. It will be calculated using the current GSA rate posted at <https://www.gsa.gov/travel/plan-book/per-diem-rates> based on the location of the travel. There are no exceptions as these guidelines are set by state and federal agencies.
- *Meal Reimbursement* - Employee will be reimbursed meals consumed while the employee was travelling to and from the traveler’s meeting location. Receipts for meals must be attached to the Travel Reimbursement Form. Adjustments to travelers per diem will not be made after the check has been processed if receipts were not attached to the original reimbursement request. Travelers will be reimbursed according to the following chart. Costs above the reimbursement rate will not be reimbursed, unless approved by the Superintendent.

Breakfast	\$14.00
Lunch	\$16.00
Dinner	\$29.00

## **EXPENSES FOR MEALS FOR OTHERS**

Employees are *not reimbursed for paying for meals for others*. A traveler may not submit a per diem request for a meal if his/her meal was included in a group bill paid by another agency. Food receipts must show the name of the establishment and itemized list of purchased items.

## **ALTERNATE TRAVELER**

Employees traveling on behalf of another PCS employee must first submit all necessary forms related to the trip. The Executive Director of Finance staff must be notified via email of the substitution. New arrangements will be made to accommodate the new traveler when necessary.

## **CHANGE OF TRAVEL PLANS**

The Executive Director of Finance must be notified via email of any change in traveler's plans. The traveler will be responsible for any expenses incurred when travel plans change for personal reasons.

The traveler is responsible for canceling hotel reservations and registration within that agency's cancellation period. The traveler must notify the Executive Director of Finance via email of flight cancellations.

## **TRAVEL EXPENSE OF SPOUSE/PERSONAL GUEST**

The expenses of a spouse, family member or guest accompanying the business traveler are not reimbursable.

## **ENTERTAINMENT**

Entertainment expenses are **NOT** reimbursable by the District, this includes, but is not limited to:

- Sporting event tickets
- Concert and theater tickets
- Transportation to/from the event
- Meals and beverages consumed at the event.

If there are any questions as to whether an expense is appropriate, inquire before the event rather than after.



## **NON-TRAVEL BUSINESS EXPENSES**

Non-travel-related expenses incurred during travel will not be reimbursed by the District. This includes, but is not limited to:

- Retail purchases of supplies, books, etc.
- Expenses incurred on behalf of others.

## **WHOM TO CALL WITH QUESTIONS**

If you have travel-related questions, you may contact persons listed below during normal business hours:

- Executive Director of Finance
- Superintendent or designee

## **AFTER-HOURS TRAVEL**

Traveler should be prepared to handle any emergencies occurring while traveling after the normal PCS work hours. Notify the Executive Director of Finance staff the next business day for assistance in resolving PCS travel-related matters.

## **NON-COMPLIANCE**

Travel expenses that fall outside the procedures listed in this manual will not be reimbursed. If travel arrangements are changed because of a non-District related event, the traveler will be responsible for reimbursing PCS for all additional fees, including but not limited to, registration fees, lodging costs, transportation costs, and per diem. Any changes that result in additional fees must be approved by the funding source and the traveler's supervisor. When the cancellation processes are not followed, then any costs incurred becomes the responsibility of the traveler.

***Please*** contact the Executive Director of Finance one week in advance regarding travelling accommodation if you have not received confirmation of travel arrangements for an upcoming event. This will confirm if all the required paperwork and approval has been received by the business office and that travel arrangements have been made.

# STEPS FOR TRAVEL

## BEFORE TRAVEL

1. Employee/Supervisor submits the **Travel Request Form** at least one month before the first travel date to the Executive Director of Finance, Robin Osburn, at [rosburn@prioritycharterschools.org](mailto:rosburn@prioritycharterschools.org). All sections needed to be completed. The only exception is the Estimated Cost - only complete portions that apply.
2. Once the **Travel Request Form** has been approved, the indicated person registers for the training and makes hotel reservations.
3. If district vehicle will be used, the traveling Employee needs to email the Executive Director of Operations, Jason Osburn, at [josburn@prioritycharterschools.org](mailto:josburn@prioritycharterschools.org) to reserve and receive pertinent travel information.
4. If a personal vehicle is used, submit the **Mileage Reimbursement Form** and a printed-off internet map that includes total miles from the employee's assigned worksite to the training location to the Executive Director of Finance. Mileage reimbursement will be paid after the travel is completed.
5. If air travel and/or car rental is needed, the Executive Director of Finance will work with the employee to make reservation plans.

## DURING TRAVEL

1. The traveling employee will receive a per diem check right before traveling (if applicable). If the traveling employee is using a district-provided credit card for costs, all receipts will be turned in monthly following district policy.
2. The employee needs to submit a copy of the **Hotel Exemption Form** upon check-in of the hotel. Failure to submit the form could result in the employee being required to pay taxes that would be exempted. Priority Charter Schools is exempt from paying state hotel taxes, but not local hotel taxes.

## AFTER TRAVEL

1. Receipts for hotel and rental cars must be sent to the Executive Director of Finance.
2. If meals are being reimbursed, receipts and the completed **Travel Reimbursement Form** must be sent to the Executive Director of Finance.

## **TRAVEL FORMS**

All travel forms are available on the Priority Charter Schools website under Staff Resources and are in the following section.

- **Travel Request Form** – used to request transportation and lodging.
- **Hotel Exemption Form** - must be given to the hotel upon check-in by the employee that is traveling.
- **Travel Reimbursement Form** – used to request reimbursement for travel-related expenses after completion of trip.
- **Mileage Reimbursement Form** – Used to request mileage reimbursement for travel when using a personal vehicle. Can be submitted AFTER the trip has been completed.

## PRIORITY CHARTER SCHOOLS TRAVEL REQUEST FORM

Employee: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Campus: Admin Copperas Cove Killeen Temple
---

Department: Gen Ed. SpEd ESL GT CTE PK Other: _____
--

Purpose of Trip: \_\_\_\_\_ (Attach Event Flier)

Travel Location: \_\_\_\_\_ *Only the Superintendent can authorize out of state travel.*

Estimated Date(s) of Travel: \_\_\_\_\_ to \_\_\_\_\_

**Estimated Cost:**

Registration	\$ _____	Registration Due Date: _____
Hotel:	\$ _____	Preferred Hotel: _____
Travel:	\$ _____	Mode of Travel: Air Personal Vehicle Rental
Other:	\$ _____	_____
<b>TOTAL ESTIMATED COST: \$ _____</b>		

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **FOR BUSINESS OFFICE USE ONLY** -----

**Per Diem Calculations**

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total

Total Estimated Cost w/per diem: \_\_\_\_\_

Approved: Yes No

By: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 06/28/2023

## Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity <b>Priority Systems Inc. db/Priority Charter Schools</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>275 FM 2483</b>	
City, State, ZIP code <b>Belton, TX 76513</b>	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature <b>sign here</b>	Date

### Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

**Do NOT send this form to the Comptroller of Public Accounts.**

## PRIORITY CHARTER SCHOOLS TRAVEL REIMBURSEMENT

Total Amount	\$ _____	Date of Request	_____
Employee	_____	Campus	Admin Temple Copperas Cove Killeen
Mail Check to Address	_____ _____	Department	Gen Ed. SpEd ESL GT CTE PK Other: _____

### PURPOSE OF TRAVEL

Date(s) of Travel \_\_\_\_\_

Event Attending (Attach Event Schedule/Flier) \_\_\_\_\_

Destination \_\_\_\_\_

### EXPENSES TO BE REIMBURSED

Mileage (Attach Mileage Reimbursement Form)	\$ _____
Lodging (Attach Detailed Receipt)	\$ _____
Meals (Attach Detailed Receipt)	\$ _____
Registration Fee (Attach Detailed Receipt)	\$ _____
Other (Attach Detailed Receipt with explanation)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

*I Certify that the purpose of travel to which these expenses are requested is for official Priority Charter School business.*

_____ Signature of Traveler	_____ Date
_____ Signature of Supervisor	_____ Date
_____ Signature of Approved Final Authorizer	_____ Date

Revised: 06/28/2023

**PRIORITY CHARTER SCHOOLS  
MILEAGE REIMBURSEMENT FORM**

Employee: \_\_\_\_\_

School/Dept: \_\_\_\_\_

DATE	Starting Point (assigned workplace)/Destination/Purpose	MILEAGE
Total Mileage		
Rate of Reimbursement Per Mile		<b>\$ 0.67</b>
Total Reimbursement		

The following chart will be used when determining mileage for inter-district and/or Regional Service Centers (One-way mileage is listed):

	Admin	Copperas Cove	Killeen	Temple
Admin		34	21	
Copperas Cove	34		12	39
Killeen	21	12		29
Temple		39	29	
Region 12	35	70	60	33

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Account Code \_\_\_\_\_ Audited by \_\_\_\_\_

EFFECTIVE:01/01/2024