

# **SHERMAN ISD** **BUSINESS OFFICE** **POLICIES & PROCEDURES**

## **PURCHASE ORDER REQUISITIONS (RPO)**

All employees must submit a purchase order requisition (RPO) to the Business Office prior to taking any trip. Please allow 3 weeks for the processing of the document. Three weeks means 15 working days after the day that the Business Office with the proper documentation and any additional approval (Gifted and Talented, Technology, Federal Funds, Special Education, etc) has received the request.

Encumber all funds at the first of the fiscal year for recurring charges. Examples: copiers, Albertson's, mileage, and etc.

Mileage for required travel among the campuses during the workday is eligible for monthly reimbursements. Mileage logs and request for reimbursements should be submitted to the business office on a monthly basis. Effective July 1, 2005, the minimum mileage reimbursement is \$50.

Many employees have utilized the Internet for airplane or lodging reservations. Using the Internet to gather price quotes is a good practice; however, you need to remember that every employee is required to obtain a signed SISD purchase order before the travel plans are finalized. Without a signed purchase order, the employee will not be reimbursed for any expenditure related to the trip (registration, lodging, meals, mileage, airfare, parking, etc).

## **REIMBURSEMENTS AND RECEIPTS**

Request for travel expense reimbursement should be made within 30 days after the date of the trip. Your immediate supervisor should approve an **After the Trip** form and supporting documents before the paperwork is forwarded to the business office. Be sure to include the time and place of departure and return.

## **REGISTRATION FEES**

Advance payments of registration fees will be made to seminar providers only, not to employees. When you forward the seminar paperwork to the business office, please **include a copy of the complete registration form (or invoice) and itinerary for our files.** The original registration form should be kept at the campus to be mailed with the check.

### **LODGING EXPENSES**

Checks for lodging will be made out to the employees. (some exceptions) Original receipts for lodging must be provided to the business office. If the hotel room is to be shared with another staff member, his/her name should be indicated on the reimbursement form. If paid/charged to state and /or federal funds only up to \$80.00 per night per person is allowed. Any amount above \$80.00 needs to be coded to local funds.

SISD is exempt from hotel state tax. A **Texas Hotel Occupancy Tax Exemption Certificate** will be available for you to take at the time of stay. SISD is **not** exempt from county, city, and arena, etc taxes that may appear on hotel receipt.

### **MEALS/OVERNIGHT TRIPS**

The employee per diem allowance for meals on overnight trips is:

Breakfast \$5.00          Lunch \$7.50          Dinner \$12.50

No receipts are required for meal expenses. You must leave for you destinations before 6:00 a.m. to receive the breakfast allowance and arrive home after 6:00 p.m. to receive the dinner allowance. The time of departure and arrival is required when submitting a **Travel Request** form.

### **CAR MILEAGE**

All mileage will be reimbursed at 50 cents per mile. Mileage will be reimbursed in accordance with mileage chart.

### **AIRFARE**

Airline tickets should not be purchased through any ticket agency or online before receiving an approved purchase order from the business office. However, price estimates may be obtained from a travel agent or online before asking for a RPO to be done for the trip. A signed purchase order from the business office is needed before airline tickets are purchased.

### **SUPPLIES AT CONFERENCES**

At some conferences, vendors will offer discounted prices for supplies. SISD allows a maximum of \$200.00 for purchasing supplies at conferences if budget funds are available. A signed purchase order is required before the trip if the employee plans to purchase supplies at the conference. Original vendor receipts, canceled checks, and copies of employee credit card statements are required as supporting documentation for purchases.

### **ADVANCES**

If an employee's anticipated out-of-pocket expenses (meals, mileage, parking, lodging, etc.) exceed \$150.00, the employee qualifies for an advance payment.

A **Travel Request** form should be sent with RPO if an advance check is needed at this time. Attach copies of registration forms and any backup you may have for the conference. When the trip is completed, the **To Be Completed After Trip** form should be completed and returned to business office with receipts within 30 days. You will not be able to request advances or reimbursements on future trips if receipts are not turned in to the Business Office within this time period.

If more than one person is attending the same conference, you **may not** group the travel expenses together and qualify for the advance.

### **RECEIPTS**

All receipts (hotel, taxi, parking, lodging, etc.) should be returned to the business office within 30 days after completing the trip. If receipts are not returned within this time period you will not be able to request reimbursement on future trips.

### **MISCELLANEOUS**

All small receipts need to be taped on 8 ½ X 11 sheet of paper before sending to Business Office.

RPO will be returned to the campus if not coded correctly. Please enter a budget revision to move funds to correct code if needed.