

For Travel Beginning October 1 or after:

International leadership of Texas Travel Procedure Manual

ILTexas seeks to fairly reimburse employees for travel incurred on its behalf and streamline the process so reimbursement can be properly documented with the lowest transaction-cost to ILTexas and its employees.

This manual introduces **Chrome-River** for travel expense requests, bookings, tracking, recording and reimbursement. **Chrome-River** is a single resource intended to eliminate the need for requisitions, cumbersome approvals, receipt copies and mileage map printing.

Chrome-River integrates its own resources with **Trip-Log** for mileage tracking and **Frosch/Deem** for hotel booking, vehicle rental and airline reservations. **Chrome-River** includes the ability to capture receipts on the traveler's phone and match them to data feeds from credit cards and approved trips in the system. The system provides approval routing and systems integration (a manual process) with Skyward for employee reimbursement.

This is intended to be simple AND secure. Your critical feedback is greatly appreciated.

JDworkin@ILTexas.org

Trip Pre-Approval:

No travel may be incurred without pre-approval from an employee's manager. When travelling out-of-area, each trip should be entered into Chrome-River. Once submitted, the supervisor will receive the information for approval.

During Trip:

1. Capture receipts on Chrome-River phone app.
2. Use Trip-Log phone app to capture mileage.

After Trip:

3. Ensure all trip expenses are included and attached to the approved trip
 - a. Credit card data feed
 - b. Itemized receipts (Remotely captured)
 - c. Mileage reports (Trip-Log)
 4. Review for appropriate amounts and presentation and submit. The traveler is 100% responsible for the accuracy and appropriateness of submitted requests.
 5. The information will be in que for the supervisor approval.
 6. After supervisor approves, the finance office will process for final approval and reimbursement.
- Accounting is planning to reimburse monthly. Initially, reimbursements may occur more often. Submit all reimbursements within 31 days of travel.

Mileage:

Trip-Log provides a phone app that tracks mileage. This data should be attached to an employee's travel reimbursement request in Chrome-River.

LOCAL Mileage: Travel within employee's assigned area – DFW, Houston, College Station

ILTexas does not reimburse for travel to work. Mileage is reimbursed as follows:

1. Approved travel in a personal vehicle from between district or other meeting locations during the normal workday.
 - For travel originating from home, deduct 2x the travel distance between home and work each travel day.
2. Travel is submitted to Chrome-River and captured with Trip-Log. Employees are responsible for deducting personal mileage and standard miles to work where applicable. Personal miles and travel to work are not reimbursable expenses.

OUT OF AREA Mileage: Travel outside an employee's assigned area – DFW, Houston, College Station

1. Approved travel in a personal vehicle out of area. Mileage is calculated as the lesser of Work-to-Destination or Origin-to-Destination. (No home-to-work deduction. Use "the lesser of".)
2. Travel is submitted to Chrome-River and captured with Trip-Log. Employees are responsible for deducting personal mileage or any adjustments where applicable.

Misc. Expenses

Every dollar expended by ILTexas outside of the classroom, is a dollar not available for classroom use. Every employee is expected to make the best decision available for ILTexas and its students. Expenses that are a personal benefit or convenience, such as Valet Parking, are not authorized and more importantly, not an expense that should be incurred by an ILTexas student.

Alternatives

Use of Company Vehicles and rental cars are strongly encouraged and may be required by a manager.

Company Vehicles:

Use of company vehicles is strongly encouraged and may be required.

Rental Vehicles:

Rental vehicle reservations are available through Chrome-River (**Frosch/Deem**)

1. If travelling more than 130 miles per day, a Hertz rental car is encouraged.
2. Return vehicle with appropriate amount of gas. Failure to do so, may incur non-reimbursable costs to the traveler.
3. Travel to/from rental vendor is not reimbursable.
4. Itemized fuel receipt required for reimbursement (in future, company fuel cards may be available)

General Transportation Guidelines:

1. Itemized and legible receipts need to be attached to Chrome River for reimbursement.
2. Gratuities and tips greater than 20% are not reimbursable.
3. Self-parking is reimbursable with a receipt. Valet parking is not reimbursable.
4. Tolls are reimbursable with a receipt.
5. Taxi, Uber, Lyft, etc. require an itemized receipt. Trips to/from rental vendor are not reimbursable.

Meals:

1. Meals are reimbursable for overnight and non-overnight trips, if the destination is 100 miles or more from the primary work location.
2. ILTexas currently offers two options for meal reimbursement:
 - a. Per diem rates provided by the General Services Administration (GSA): www.gsa.gov
 - b. Actual cost, not to exceed GSA rates.
3. Actual Cost reimbursement is the most fair for employees and ILTexas. Itemized receipts can be captured and attached through Chrome-River.
4. For the first day and last day of trip, follow the “travel day” guidelines on the GSA website per diem rate.
5. Excessive tips and gratuities are not reimbursable (20%).
6. Receipts listing alcoholic beverages are not reimbursable.

Hotel/Lodging:

When traveling to DFW, please check with the ILTexas student dorms at (469) 573-5600 to see if accommodations are available; 2650 Arapaho Road, Garland, TX 75044. Dorms are three-bedroom apartments.

Hotel reservations should be made through **Frosch/Deem**.

1. Please ensure state hotel taxes are not paid. ILTexas pays state rate according to General Service Administration (GSA) and all travelers should ensure accommodation is an expenditure appropriate to benefit the students of ILTexas. See www.gsa.gov and search local listing for best rates.
2. Hotel stays are authorized if travel requires an over-night stay. Destination must be more than 100 miles from primary work location.
3. If more than one of the same gender employee is attending a conference or workshop, hotel accommodations should be shared 2 to a room.

4. Employees choosing not to share accommodations may pay 50% of the hotel rate; 100% if the partner traveler does not also pay 50%.
5. If traveling with dependents incurs additional expense, the employee is responsible for any additional cost.

Airfare:

Airfare reservations are made through **Frosch/Deem**.

1. The traveler should acquire the most cost-effective airfare offered by commercial airlines.
2. ILTexas will reimburse baggage fees incurred for the 1st checked personal bag at the standard rate. (Company materials shipped in baggage may also be reimbursed.)

Conferences:

1. If a conference has an early bird rate, all effort must be made to get that rate. Failure to do so, may result in inability to attend the conference.
2. Conference certificate or proof of attendance must be attached to the reimbursement documents.
3. Advance registration using company credit cards is strongly encouraged.

Cancellations:

Staff members that have been approved to travel to an event but are not able to attend are responsible for following the below procedures:

- Immediately notify supervisor and cancel all reservations.

Non-allowable Travel Expenses include but are not limited to:

1. Alcoholic beverages
2. Entertainment expenses and optional hotel charges
3. Expenses for spouses or other non-district employees
4. Expenses incurred due to the traveler's failure to cancel when unable to attend or travel changes are required.
5. Hotel Internet charges

Others Before Self

Every ILTexas employee is responsible for ensuring ILTexas only pays for travel appropriate and necessary to conduct ILTexas activities for the benefit of ILTexas, its families and its students. Accuracy of a submitted reimbursement is the responsibility of the traveler. The traveler is responsible for following the rules and only submitting appropriate reimbursement requests. If a reviewer or approver identifies an inappropriate expense, disciplinary action may occur.