

Texas Jail Association

Travel Policy and Procedure

- I. Purpose - The purpose of this policy is to govern the reimbursement or payment of travel related expenses incurred by the Board of Directors and staff in the course of conducting business for or on the behalf of the Texas Jail Association.
- II. Effective Date:
- III. Procedure
 - A. Any person requesting payment or reimbursement for travel expenses while conducting business for the Texas Jail Association must submit a "Travel Request" form no less than 10 days prior to the date of scheduled departure.
 - B. The President of the Association will consider the request for travel from members of the Board of Directors and staff. The Executive Committee will consider a request for travel submitted for travel by the President of the Association. The Executive Committee will approve by majority vote.
 - C. Reimbursement/Payment Rate. Upon approval of the request for travel, advance payment or reimbursement by the Association will be authorized at the following rate:
 - a. Lodging - Prevailing state rate plus applicable taxes. The Association will pay full hotel room rate plus taxes when the person traveling provides a conference brochure stating a higher conference rate at the host hotel.
 - b. Meals - Prevailing State per diem.
 - c. Mileage - Mileage will be authorized at prevailing state mileage rate using Texas Comptroller of Public Accounts Mileage Guide. Mileage will not be reimbursed to an individual for travel in a county or state vehicle.
 - d. Air travel - will be paid or reimbursed for advance purchase coach or economy class.
 - D. Within 10 days of return, the person traveling will submit a "Travel Reimbursement" form. This form will detail the expenses incurred while traveling on Association business.
 - E. If a travel advance was provided, the reimbursement form will be submitted to verify expenditure of funds provided. If the advance exceeded expenses, the Association will be refunded the unexpended balance. If the expenses exceeded the advance, the Association will reimburse the person for additional expenses incurred.

- F. If a travel advance was not provided, the reimbursement form will be submitted to verify expenditures and the Association will reimburse the person for expenses incurred as provided above.

IV. Exemptions

The following instances of travel are exempt from Section III B of this policy and are considered to have been authorized upon adoption of this policy by the Board of Directors. Exemptions listed under this section are subject to limitations imposed by Section III C.

- A. President's lodging (Room, Parking and Tax) at the Annual Training Conference and the Jail Management Issues Conference.
- B. President's travel expenses related to attendance of the American Jail Association Annual Conference.
- C. President's travel expenses related to attendance of Texas Commission on Jail Standards meetings.
- D. Travel by Association staff to Texas Jail Association Annual Training Conference and Jail Management Issues Conference.
- E. Travel expenses for staff and lodging for all elected or appointed board members to attend the annual pre-conference board meeting.

V. Lodging Arrangements - The Association will make reservations and pay by direct bill for lodging identified in Section IV.