



# Monthly Business Breakfast January 14, 2015



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# Employee Travel DEE-R Changes



## Introduction

- Expectations
- MapQuest
- Prior Approval
- Final Reimbursement Requests

## Travel Definitions

- In-District Travel
- Day Trips
- Overnight Travel
- International Travel (must be approved by Board of Trustees)
- Out-of State Travel (must be approved by Cabinet)

## Employee Responsibility

- Complete FBISD Travel and Request and Payment Voucher form (DEE-E-1) 3 weeks prior to travel
- Attach conference agendas, brochures, etc
- Once approved make travel arrangements

## Budget Manager Responsibility

- Ensure funds are available
- Ensure employee travel is informed of the travel policy
- Ensure the FBISD Request for Absence form (DEC-E-1) is completed and approved
- Ensure the FBISD Travel and Request and Payment Voucher form (DEE-E-1) is signed by employee and is approved by appropriate personnel (i.e. Cabinet Member - see introduction)

## Airfare

- May be prepaid through District procurement card
- Economical source
- One baggage fee per destination will be reimbursed

## Lodging

- Cabinet Member preapproval is required on rooms exceeding \$175 – if prior approval is not provided the difference will be deducted from the employees final reimbursement
- State sales tax will not be reimbursed for lodging expenses in the state of Texas



## Meal Expenses

- Actual cost of meals up to \$35 per day for food only
- Meal receipts are to be maintained and kept by appropriate campus/department
- Meals provided by conference/event must not be included in the actual cost of meals

## Transportation Costs/ Parking Costs

- Toll road fees under \$20 are reimbursable without a receipt and should be identified by location
- Tips up to 20% may be reimbursed through general funds
- Mileage accumulated in the destination city will not be reimbursed
- Cabinet level approval if parking expenses exceed the airport's long term daily parking rate

## Travel using Federal (Grant) Funds

- Standard rate per night for in-state lodging not listed on the Domestic Maximum Per Diem Rates website was increased to \$85; out-of-state lodging is \$83
- Taxes, tips, and gratuities are not reimbursable through federal funds but may be charged to general funds

## Employee Mileage Reimbursements

- Increased to 57.5 cents per mile effective 1/1/15
- Still using older version of mileage application – will notify when the newer version is ready to be implemented

## Other Allowable Expenses

- Pre-approved professional development
- License renewals are reimbursable
- Meals for weekend conferences are reimbursable if the employee is not being paid for extra duty

## Unallowable Expenses

- Travel club membership fees, miscellaneous incidentals, entertainment, alcoholic beverages, in-room movies, and other personal expenses
- Expenses associated with the employees spouse or children
- Student activity funds may not be used to purchase membership dues or convention travel
- Additional liability insurance
- Employees choosing to participate in optional meals or activities offered by a conference are not allowable
- Personal telephone and internet use
- Conference apparel
- Any expense not related to official school business

## Unallowable Expenses continued

- Expenses not supported by original itemized receipts when required
- First Class Airfare
- Tuition expenses for employees
- Hotel valet parking unless it is the only option available

## Supplies and Food Purchase Reimbursements

- Business Lunch – any meal that is provided for a meeting longer than 2 hours or when a vendor is present
- IRS requires: Business purpose, amount of expense, date and place, names and business relationship of all persons attending
- Office supplies (coffee, snacks, water etc) may be reimbursed with faculty funds (vending or hospitality)
- **Classroom and office supplies are to be purchased through FBISD purchasing policies and procedures and must have prior approval by budget manager or the employee may not be reimbursed for these expenses**

**All other expenses that are not covered in this policy are left up to the discretion of the Business and Finance department.**

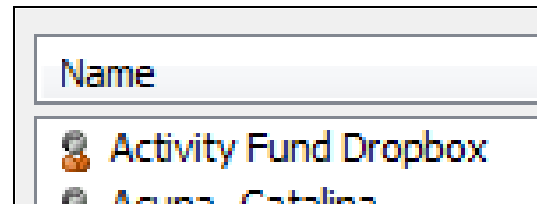


# Activity Funds



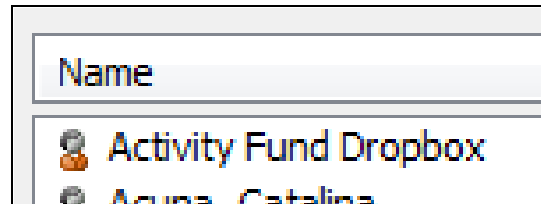
## New email address:

ActivityFundDropbox@fortbendisd.com



To facilitate the routing to our five-person staff and our response to your questions/issues related to activity funds.

ActivityFundDropbox@fortbendisd.com



your school number in the subject line:

“128-yearbook invoice”

“008-Available Balances Report”

“041 budget question”

## Down the Road:

Enhancements to online fundraisers approval

- Streamlined Child Nutrition section
- Post-fundraiser financial recap to be integrated

No roll-out date has been set

## Online Sales:

Shirts (Field Day, for example)

Club Fees

- 2 weeks to develop/test
- Make it worth it (50-60+ sales)
- Not too many variables
- Contact Ron

Test site – to browse a few good examples.

Links for “Elementary” “Middle” and “High schools”

<https://fbisdtest2.revtrak.net/tek9.asp?>

# Business and Finance



## Changes effective January 1, 2015

- **Budget managers can sign the one page contract for services up to \$1,000**
- CFO can sign one page service contracts and minor facility contracts up to \$10,000
- Monthly report of contracts signed by budget managers and CFO will be provided to the Superintendent, E-Team and Assistant Superintendents
- One-page vendor contracts (restaurants, theme-parks, etc) that are single day events can be processed by Purchasing and be signed by the Chief Finance Officer if less than \$10,000
- Contracts that include compensation on a hourly basis must include a “not to exceed” amount
- **Executed contracts still must be attached to requisitions for processing by Purchasing**

## Biometric Screening and Health Assessment

### 1. Current employees (who have complied with screening in the past):

#### **2015 Tasks for 2016 Plan Year**

- Have physician form or lab voucher completed between 4/1/15 and 10/30/15, **or**
- Participate in on-site campus screenings in May and June of 2015 or on-site feeder pattern screenings in August of 2015; **and**
- Take online Health Assessment between 4/1/15 and 10/30/15 using your screening results

#### **2016 Tasks for 2017 Plan Year**

- Take online Health Assessment between 4/1/16 and 10/30/16

#### **2017 Tasks for 2018 Plan Year**

- Same as list for 2015



## Biometric Screening and Health Assessment

### 2. New employees hired after August 2015

#### **Within 60 days of insurance enrollment:**

- Have physician form or lab voucher completed, **or**
- Participate in future on-site screenings if within 60 days of insurance enrollment; **and**
- Take online Health Assessment using you screening results

### 3. Pending: screening options for current employees who have the payroll deduction (600 employees) and new employees hired since last spring – will discuss with E-Team

**Employee communication to be sent out before the break**

## Clarification of Points from 12/2/14 Email sent to BCC

1. Governor's spending plan: no material new funding for public education (besides enrollment growth). **No state cuts expected.**
2. School funding lawsuit: likely to result in special session in 2016
3. Oil prices: may slow down our growth projections, but growth is still expected. Lower oil prices help USA economy. Texas likely to grow at slower pace than USA.
4. 2015-16 – need to budget conservatively – basically in a holding pattern until lawsuit is resolved and/or new state funding passed
5. Call for funding improvements: ways to save money, avoid spending , or increase funding. **We should always be in this mode.**
6. Incentive plan – high priority – will need to wait for new funding

## 2015-16 Budget Distribution and Information Meeting

**Elementary – February 3, 2015 9am – 11am @ Annex**

**Secondary – February 3, 2015 1pm – 3pm @ Annex**

**Administration – February 4, 2015 9am – 11am @ Annex**

**Campus & Administration Make-up – February 4, 2015 1pm – 3pm @ Annex**

# Questions????

## ➤ Next Meeting: February 9th

### Changes in Dates for April & May

March 2, 2015	7:30-9:00
<del>April 7, 2015</del>	<del>7:30-9:00</del>
April 8, 2015	
<del>May 19, 2015</del>	<del>7:30-9:00</del>
May 20, 2015	