



Date: November 11, 2022  
To: Campus Secretaries/Bookkeepers  
From: LeAna R. Dixon, Director of Finance  
Re: Significant changes to Administrative Guidelines – Business Services

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After an extensive review and update of the above referenced guidelines, several items were revised that may warrant review and approval by the Executive Council as follows:

Activity Fund - Campus & Student/Faculty

Spirit apparel/accessories may be purchased only one time per year and may not exceed \$35 per staff member (Note: this is an increase from \$25.)

Purchasing Process

Project purchase orders - shipping location (must always be campus/department, not the warehouse)  
Vendor Relations: Please note: having a vendor complete the vendor packet only allows the district to obtain the vendor's tax and business information; it is not used to establish the vendor as an "awarded" vendor (see definitions for clarification).

Travel

Hotel Reservations - Local & Activity Funds (Funds 199, 461 & 865)

Hotel expenses shall not exceed the maximum lodging rate based on the [GSA's](#) federal travel regulations, which can be found on the State of Texas Comptroller of Public Accounts website.

Advance payment directly to a hotel is allowed for large groups or when district employees are traveling with students. Employees traveling, without students or large groups, will secure hotel reservations using personal credit/debit cards and then work with campus bookkeeper/secretary to transfer reservations to the District's credit card.

[Google Maps](#) shall be used to determine the reimbursable mileage between travel destinations. The traveler must print out the driving directions provided by the site and attach them to the travel request.

Meals (Local Funds 199, 461 & 865)

Employee meal and gratuity per diem allowance for all travelers who stay overnight shall not exceed the maximum lodging rate based on the [GSA's](#) federal travel regulations, which can be found on the State of Texas Comptroller of Public Accounts website. Attach GSA per diem to travel paperwork. Rates will be reimbursed based on the following travel times:

|           |  |
|-----------|--|
| Breakfast | leave before 6 a.m.                          |
| Lunch     | leave before 12 noon or return after 12 noon |
| Dinner    | leave before 6 p.m. or return after 6 p.m.   |

Student meal and gratuity allowance(s) will be based on the time of day the trip occurs as follows:



|           |      |  |
|-----------|------|--|
| Breakfast | \$10 | leave before 6a.m. (increase from \$6)                           |
| Lunch     | \$15 | leave before 12 noon or return after 12 noon (increase from \$7) |
| Dinner    | \$25 | leave before 6 p.m. or return after 6 p.m. (increase from \$10)  |

We would appreciate any feedback and/or recommended changes or revisions.