

**STUDENT ALTERNATIVES PROGRAM, INC. DBA TRIUMPH PUBLIC HIGH SCHOOLS (TPHS)
BOARD POLICY MANUAL
POLICY GROUP 5 – FISCAL MANAGEMENT
TRAVEL**

PG-5.130

Sec. 1. PURPOSE OF POLICY.

Through this policy, the Board of Directors (hereafter, the “Board”) of Student Alternatives Program, Inc. doing business as Triumph Public High Schools (TPHS) (hereafter, the “Charter District”) shall address the legal requirements, as applicable, pertaining to the use of public funds for travel activities.

Sec. 2. APPLICABILITY.

Unless otherwise indicated, this Policy PG-5.130 applies to the Charter District’s use of public funds for travel activities.

Sec. 3. AUTHORITY OVER FISCAL MATTERS.

Sec. 3.1. Controlling Policy. Unless otherwise indicated, the Board’s Policy PG-5.001, Authority Over Fiscal Matters, will govern and control over the policy statements set forth in this Policy PG-5.130.

Sec. 3.2. Delegate and designee. See PG-5.001, Section 3.2 and Section 4.

Sec. 3.3. Prudent Person Rule. See Policy PG-5.001, Section 7.

Sec. 3.4. Abuse and Waste Prohibited. See Policy PG-5.001, Section 8. Importantly, Charter District employees must use discretion when making travel arrangements to conserve the Charter District’s limited financial and other resources.

Sec. 4. DEFINITIONS.

For purposes of this policy, the following terms have the meanings provided in this Section 4.

Sec. 4.1. Cocurricular activities are Charter District sponsored activities that directly add value to classroom instruction and curriculum.¹

Sec. 4.2. Commercial lodging establishment means a motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay.²

Sec. 4.3. Duty point means the destination, other than a place of employment, to which a Charter District employee travels to conduct official Charter District business.³

¹ F.A.S.R.G., *Financial Accounting and Reporting Appendices, Update 19 (2024), Appendix H*

² *Textravel (Definitions) (September 12, 2025)*

³ *Ibid.*

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Sec. 4.4. Extracurricular Activities means Charter District sponsored activities outside of the school day that are generally ones designed to motivate students and provide them with enjoyment and skill improvement in either a competitive or noncompetitive setting.⁴

Sec. 4.5. Incidental expense means an expense incurred while traveling on official state business⁵ except for a meal, lodging or transportation expense, a personal expense, an expense that an individual would incur regardless of whether the individual was traveling on official Charter District business, a tip or a gratuity.⁶ Incidental expense also excludes expenses for laundry, cleaning and pressing of clothing, lodging taxes, costs of telegrams or telephone calls, transportation between places of lodging or business and places where meals are taken, or the mailing cost of filing travel vouchers and paying employer-sponsored charge card billings.⁷

Sec. 4.6. Officer is defined in Policy PG-5.001, Section 5.

Sec. 4.7. Place of employment means the office or other physical location at which a Charter District employee most frequently conducts official Charter District business.⁸ Additionally, the employee's place of employment includes the entire city or general area in which the employee's office or other physical location is located.⁹ If a Charter District employee has more than one place of work, the following factors are determinative of which one is the employee's main place of work:

- (a) The total time the employee ordinarily spends at each place;
- (b) The level of the employee's business activity in each place; and
- (c) Whether the employee's income from each place is significant or insignificant.¹⁰

Sec. 4.8. Sponsor means a Charter District employee who is primarily responsible for student travel and includes teachers and coaches.

⁴ *F.A.S.R.G. Module, Update 19 (2024), 3.3 Function Codes*

⁵ Examples include gasoline for a rental car, airport or other parking, toll road fees, and fees for business-related long-distance calls.

⁶ *Textravel (Definitions) (September 12, 2025)*

⁷ *I.R.S. Publication 463*

⁸ *Ibid.*

⁹ *Ibid.*

¹⁰ *Ibid.*

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Sec. 5. ALLOWABLE AND PROHIBITED USES OF FUNDS.

See the Policy PG-5.030 relating to Allowable and Prohibited Uses of Funds.

Sec. 6. SOCIAL ACTIVITIES.

See the Policy PG-5.030 relating to Allowable and Prohibited Uses of Funds.

Sec. 7. GENERAL.

Sec. 7.1. The Charter District must reimburse employees for reasonable and necessary travel expenses that do not exceed the maximum amounts allowed under this policy. Moreover, the Charter District must only reimburse employees for travel expenses incurred only if the purpose of the travel clearly involves official Charter District business as authorized under applicable legal authority.¹¹

Sec. 7.2. The Charter District must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.¹²

Sec. 7.3. Charter District employees must plan their travel in advance to minimize the total cost of travel. Generally, employees should make their travel arrangements once the business purpose for their travel has been confirmed and is not subject to change and in a manner that provides with flexibility and avoids costs that may arise as a result of a sudden and unanticipated circumstance or event.

Sec. 7.4. Section 7.3 of this policy notwithstanding, the Charter District must reimburse employees for costs incurred for which flexibility could not be arranged and resulting from a sudden and unanticipated circumstance or event. See Section 21 of this policy.

Sec. 7.5. Charter District employees should select the most cost effective, and not the most convenient, method of transportation available.¹³

Sec. 7.6. Charter District employees must not conduct personal travel to coincide with business travel and vice versa.

¹¹ *Textravel (Official State Business) (September 12, 2025)*

¹² *Textravel (Conservation of State Funds) (September 12, 2025)*

¹³ *Textravel (Transportation) (September 12, 2025).*

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Sec. 7.7. Charter District employees are responsible for adequately and clearly documenting the business purpose of their travel to support the expenses incurred.

Sec. 7.8. Charter District employees must submit their travel reimbursement requests within ten (10) business days after the date they return from conducting official Charter District business.

Sec. 7.9. The Charter District must not reimburse an employee for any expenses incurred that do not pertain to official school business, do not conform to Board policy, or violate applicable law.

Sec. 7.10. The Charter District must not reimburse an employee for travel expenses that are not accurately and completely itemized and documented as required by this policy and applicable legal requirements.

Sec. 7.11. The Charter District must not reimburse an employee for the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Charter District.

Sec. 7.12. The Charter District must not reimburse any person¹⁴ who is not an employee and who incurs travel expenses except as agreed-upon in a written, fully executed agreement between the person and the Charter District.

Sec. 8. STUDENT TRAVEL.

Sec. 8.1. Purpose of Off-Campus. Campus principals and sponsors must plan any off-campus activity to align with classroom instruction or a goal and strategy adopted in the campus instructional plan.

Sec. 8.2. Instructional Trips. Sponsors must obtain approval from the campus principal for any activity conducted off campus during an instructional day. Campus principals and sponsors must document the purpose of instructional trips and how said trips enhance student learning in the pertinent instructional plan. For purposes of this policy, instructional trips conforming with this Section 8.2 and taken during the scheduled class day or course period will be deemed cocurricular activities.

Sec. 8.3. Extracurricular Trips. Sponsors must obtain approval from the campus principal for any activity conducted off campus outside of the instructional day. Upon approval, students and sponsors may travel to actively participate in an extracurricular activity.

¹⁴ For purposes of this policy, *person* means a natural person or a corporation, partnership, limited liability company, business trust, trust, association, or other organization, estate, government or governmental subdivision or agency, or other legal entity, or a series of a domestic limited liability company or foreign entity.

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Sec. 8.4. Duration of Trips. Generally, campus principals and sponsors must commence and conclude travel for any activity conducted off campus on the same day. The Delegate or designee must approve any trips requiring an overnight stay.

Sec. 8.5. Out-of-Country Trips. Charter District employees must obtain the Board’s approval for any out-of-country travel before making any arrangements.

Sec. 8.6. Out-of-State Trips. Charter District employees must obtain approval from the Superintendent for any out-of-state travel before making any arrangements.

Sec. 8.7. Written Consent Required. Students must not be allowed to participate in any activities that require travel of any kind without the written consent of the student’s parent or legal guardian.

Sec. 8.8. Consent Form. The Charter District must use a consent form that includes all of the following information:

- (a) Student’s name.
- (b) Student’s campus, classroom, and teacher’s name.
- (c) Name of student’s parent or legal guardian authorizing the student’s participation and emergency contact information.
- (d) Description of activity, including destination, itinerary, and mode of transportation.
- (e) Costs and expenses (if any).
- (f) Authorization for medical emergency.
- (g) Hold harmless, indemnification, or release clause.

Sec. 8.9. Lodging. Campus principals and sponsors must arrange for sponsors, students and chaperones to stay overnight at a hotel closest to the off-campus activity. If a student(s) is eliminated from continued participation in the off-campus activity, the sponsor must ensure that the student(s) returns home and must cancel any lodging arrangements.

Sec. 8.10. Required Documentation. Sponsors must submit an internal accounting record disclosing the travel expenses paid and the original, third-party itemized receipts for any travel expenses paid.

Sec. 8.11. Meal Receipts. The Delegate or designee may require original, third-party itemized receipts for any meal expenses.

Sec. 9. TRAVEL BY COMMERCIAL AIR TRANSPORTATION.¹⁵

Sec. 9.1. Charter District employees may only travel by commercial air transportation at the lowest available airfare between the employee’s place of employment and the employee’s duty point.

Sec. 9.2. The Delegate or designee may only reimburse an employee for the actual cost of commercial air transportation at the lowest available airfare between the employee’s place of employment and the employee’s duty point.

Sec. 10. TRAVEL BY GROUND TRANSPORTATION.

The Charter District may reimburse employees only for the following modes of ground transportation.

Sec. 10.1. Employer Provided Vehicle. The Charter District may provide an employee with one of its vehicles to be used exclusively for official business travel. The Charter District may only provide such a vehicle for the period that the employee is required to travel for official business.

Sec. 10.2. Personal Vehicle.¹⁶

Sec. 10.2.1. Charter District employees may use their personal vehicles to travel on official business.

Sec. 10.2.2. The Charter District may reimburse an employee for the use of their personal vehicle in an amount not to exceed the maximum mileage reimbursement rate approved by the Texas Comptroller of Public Accounts applied to the total number of miles traveled for official business.

Sec. 10.2.3. The total number of miles traveled for official business must be based upon the most cost-effective, reasonably safe route between an employee’s origin of travel and the final duty point.

Sec. 10.2.4. The Charter District may only reimburse an employee for the use of their personal vehicle to travel from their residence or place of employment to the airport if they commence their travel outside of their scheduled work hours. The Charter District may only reimburse the employee for the cost of one (1) trip to and from the airport.

Sec. 10.2.5. Travel between an employee’s private residence and place of employment (commuting) is not a reimbursable travel expense.

¹⁵ *Textravel (Transportation; Commercial air transportation) (September 12, 2025)*

¹⁶ *Textravel (Transportation; Mileage in personal vehicle) (December 28, 2021).*

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Sec. 10.2.6. In accordance with applicable state law, Charter District employees must maintain adequate automotive insurance for any personal vehicles used for business travel.

Sec. 10.3. Rental Vehicles.

Sec. 10.3.1. Charter District employees may rent vehicles to conduct official Charter District business provided that the travel expense does not exceed the cost for any other mode of transportation.

Sec. 10.3.2. Charter District employees traveling together may rent a standard-sized or full-size car. Charter District employees traveling by themselves may only rent an economy or intermediate-sized car. Charter District employees may not rent sport utility, premium, elite, luxury or other similarly classed vehicles.

Sec. 10.3.3. Charter District employees must present Form 14-305, “Motor Vehicle Rental Tax Exemption Certificate”, in order to avoid being charged the Texas motor vehicle gross rental receipts tax.

Sec. 10.3.4. Charter District employees must report any vandalism, thefts or accidents of a rental car to the rental car agency and local law enforcement and must obtain copy of the police report filed.

Sec. 10.3.5. The Charter District may reimburse an employee for the actual cost of transportation by bus, limousine, network transportation driver (e.g., Uber), taxi, or other similar mode of transportation if incurred to conduct official business and if it was the most cost-effective mode of transportation available considering all relevant circumstances.¹⁷

Sec. 11. LODGING.

Sec. 11.1. The Charter District may only reimburse an employee for the actual cost incurred at a commercial lodging establishment not to exceed the maximum lodging reimbursement rate authorized by the Texas Comptroller of Public Accounts,¹⁸ except as provided under Section 13.2 of this policy.

Sec. 11.2. The Charter District may reimburse an employee for actual lodging expenses incurred for no more than the night before official business begins and the night after official business ends.¹⁹

¹⁷ *Textravel (Transportation; Mass Transit, Taxi or Limousine) (September 12, 2025)*

¹⁸ *Textravel (Meals and Lodging; Lodging; Lodging reimbursements) (September 12, 2025)*

¹⁹ *Textravel (Meals and Lodging; Lodging) (September 12, 2025)*

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Sec. 11.3. Charter District employees attending conferences and training may stay at the conference hotel or conference partner hotels. However, the Charter District may only reimburse the employee as set forth in Section 11.1 of this policy.

Sec. 11.4. Employees are responsible for canceling hotel and other arrangements if a trip is cancelled and for presenting a Form 12-302, “Texas Hotel Occupancy Tax Exemption Certificate” to the commercial lodging establishment during the check in process.

Sec. 12. MEALS.²⁰

Sec. 12.1. The Charter District may only reimburse an employee for actual meal expenses incurred, not to exceed the maximum meal reimbursement rate for the duty point authorized by the Texas Comptroller of Public Accounts, on a day that the employee conducts official Charter District business outside of the employee’s place of employment, as defined at Section 4.3 of this policy, for at least six (6) consecutive hours.

Sec. 12.2. The Charter District’s maximum meal reimbursement rate is not a per diem. Accordingly, an employee may only claim the maximum meal reimbursement rate if the employee’s actual meal expenses equal or exceed the maximum meal reimbursement rate.

Sec. 12.3. An employee whose duties require the employee to travel outside the employee's place of employment without an overnight stay away from the employee's place of employment may be reimbursed for the actual cost of the employee's meals not to exceed thirty-six dollars (\$36.00).²¹

Sec. 13. MAXIMUM ALLOWABLE TRAVEL RATES.

Sec. 13.1. Officers and employees may only be reimbursed for the actual cost of lodging and meals. However, the reimbursements may not exceed the maximum allowable meals and lodging rates based on the federal travel regulations issued by the United States General Services Administration and as authorized by the Texas Comptroller of Public Accounts.²²

Sec. 13.2. Upon receipt of a written request, the Delegate may approve a higher lodging rate if it is determined that local conditions necessitate an increase in the lodging rate for a particular location.²³

²⁰ *Textravel (Meals and Lodging; Meals) (September 12, 2025)*

²¹ *General Appropriations Act, Article IX, Part 5, Sec. 5.05(b)*

²² *General Appropriations Act, Article IX, Part 5, Sec. 5.05(a)(1)*

²³ *Textravel (Meals and Lodging; Lodging; Requesting a Higher Maximum Lodging Reimbursement Rate) (September 12, 2025)*

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Sec. 14. ADVANCE.

Sec. 14.1. Upon receipt of a written request, the Delegate or designee may authorize that an employee receive the estimated travel expenses in advance.

Sec. 14.2. The employee must submit a travel expense report itemizing the use of the advanced payment.

Sec. 14.3. The Charter District may reimburse the employee any additional travel expenses incurred provided that the amounts paid do not exceed the maximum allowable travel rates pursuant to Section 13 of this policy and are supported in accordance with Sec. 16 of this policy.

Sec. 14.4. The employee must refund to the Charter District any advanced payment received in excess of the total travel expenses incurred, paid and documented by the employee.

Sec. 14.5. The Charter District must report to the IRS any amount advanced to the employee as taxable income if the employee fails to comply with this Section 14.

Sec. 15. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES.

Sec. 15.1. Required Filing. Upon their return to their place of employment, employees must file a request for reimbursement of travel expenses form and the required supporting documentation, as established under Section 16 of this policy, except as otherwise provided below, within ten (10) business days.

Sec. 15.2. Required Content. Employees must prepare a Request for Reimbursement of Travel Expenses form that includes the following information:

- (a) The employee's full, legal name, identification number, and place of employment.
- (b) The travel destination and dates of travel.
- (c) The actual amounts expended by the employee for lodging, meals, mileage for personal vehicle driven, parking, transportation, and other travel-related expenses.
- (d) The amount of the travel advance received by the employee, if any, and a reconciliation of the travel advance amount with the actual travel expenses incurred.
- (e) A statement certifying that the employee's request is accurate, complete and true.
- (f) A statement certifying that the supporting documents attached to the form are accurate, complete, true and unaltered records.

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- (g) The employee's signature and date of signature.

Sec. 16. REQUIRED SUPPORTING DOCUMENTATION.²⁴

Sec. 16.1. Original, Unaltered Records. For each expense, an employee must attach original, legible, and unaltered records issued by the vendor that provides sufficient detail to substantiate the expenses reported on the Request for Reimbursement of Travel Expenses form and to demonstrate that the cost incurred is allowable pursuant to this policy and applicable law.

Sec. 16.2. Duplicate Record. Occasionally, an employee may submit a copy of an original record provided that a signed and dated statement is attached to the replica representing that the duplicated record is an accurate, complete, and true facsimile of the original record and that the copy is not a fraudulent version of the original record.

Sec. 16.3. Electronic Versions. An employee may submit an electronic version of a required record provided that all required information is disclosed thereon as provided in this policy.

Sec. 16.4. Failure to Attach. The Delegate or designee may not reimburse an employee for an expense if the employee does not attach a record conforming to the requirements of this Section 16.

Sec. 16.5. Commercial Air Transportation. An employee must provide a passenger receipt issued by a commercial airline company or an itinerary that includes:

- (a) the name of the employee and airline,
- (b) the ticket number,
- (c) the class of transportation,
- (d) the travel dates,
- (e) the amount of the airfare, and
- (f) the origin and destination of each flight.

Sec. 16.6. Employer Provided Vehicle. An employee must maintain and provide a log that includes the following information:

- (a) Employee's full, legal name.
- (b) Employee's place of employment.
- (c) Vehicle identification number and license plate number.
- (d) For each date that the vehicle is driven:

²⁴ *Tex. Educ. Code § 12.115(a)(2); I.R.S. Publication 463 (Chapter 5: Recordkeeping); Textravel (Documentation Requirements) (December 28, 2021)*

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- (1) Date that vehicle was used;
 - (2) Full description of the duty point or other destination;
 - (3) Business purpose of vehicle use;
 - (4) Starting odometer reading;
 - (5) Ending odometer reading; and
 - (6) Miles driven.
- (e) Statement attesting to the accuracy and completeness of the information recorded.
- (f) Employee's signature.
- (g) Date employee signed the log.²⁵

Sec. 16.7. Personal Vehicle. An employee must provide the total number of miles traveled as determined by a sufficiently detailed point-to-point itemization, which may be documented by an employee's vehicle odometer readings or by a readily available online mapping service. If an online mapping service is used, the employee must provide a copy of the online map, including route directions and mileage.²⁶

Sec. 16.8. Rental Vehicles. An employee must provide a receipt and/or rental contract that includes the following information:

- (a) the rental company name;
- (b) the renter's name;
- (c) the starting and ending dates of the rental; and
- (d) an itemization of expenses incurred.²⁷

Sec. 16.9. Other Ground Transportation. For transportation by bus, limousine, network transportation driver (e.g., Uber), taxi, or other similar mode of transportation, an employee must provide an itemized receipt for that includes the following information:

- (a) the name of the company,
- (b) the date that the service was received, and
- (c) the fare charged.²⁸

Sec. 16.10. Lodging. An employee must provide an itemized receipt or statement issued by the commercial lodging establishment that includes the following information:

²⁵ I.R.S. Publication 463, Chapter 5, Recordkeeping.

²⁶ Textravel (Documentation Requirements; Mileage) (September 12, 2025)

²⁷ Textravel (Documentation Requirements; Transportation; Rental of Motor Vehicles) (September 12, 2025)

²⁸ Textravel (Documentation Requirements; Transportation; Travel by Mass Transit (Bus, Subway), Taxi or Limousine) (September 12, 2025)

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- (a) The name and address of the commercial lodging establishment,
- (b) The name of the employee,
- (c) The single room rate,
- (d) The date(s) that the employee stayed overnight at the establishment,
- (e) A daily itemization of the lodging charges, and
- (f) Proof of payment.²⁹

Sec. 16.11. Incidental Expenses. For an incidental expenses, an employee should provide an original, itemized third-party receipt.³⁰ Otherwise, an employee must provide an itemization of the incidental expenses incurred.³¹

Sec. 16.12. Training Events. If the travel expenses relate to a training event, an employee must provide a certificate of attendance, certificate of completion, or other equivalent document demonstrating that the employee attended the conference, seminar, workshop, or other training event.

Sec. 17. REVIEW BY DELEGATE.

Upon receiving an employee's Request for Reimbursement of Travel Expenses form and required supporting documentation, the Delegate or designee must review and approve or disapprove an employee's request for reimbursement and issue a final determination of the total reimbursement amount due to the employee. If disapproved, the Delegate or designee must inform the employee in writing of the amount(s) that were disallowed and the basis for the disallowance.

Sec. 18. REVIEW BY BOARD.

Without exception, the Board must review and approve or disapprove an Officer's Request for Reimbursement of Travel Expenses form and required supporting documentation. If disapproved, the Board's designee must inform the Officer in writing of the amount(s) that were disallowed and the basis for the disallowance.

Sec. 19. APPLICABILITY OF STATE TRAVEL RULES.

Except as otherwise established in this policy, the travel requirements promulgated by the Texas Comptroller of Public Accounts do not apply.

²⁹ *Textravel (Documentation Requirements; Lodging Expenses) (September 12, 2025)*

³⁰ *IRS Publication 463, Chapter 1, Travel (Standard Meal Allowance)*

³¹ *Textravel (Documentation Requirements; Incidental Expenses) (September 12, 2025)*

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Sec. 20. ELIGIBLE EXPENSES.³²

Sec. 20.1. An employee may be reimbursed for the following eligible expenses:

- (a) Common carrier fares for coach or regular passenger seating, including the cost of transportation via airplane, bus, limousine, network transportation driver (e.g., Uber), taxi, and train.
- (b) Charges for excessive baggage as long as the travel is related to state business and the charges are reasonable and the number of bags was necessary.
- (c) Commercial lodging rates up to the maximum allowable rate.
- (d) Hotel occupancy taxes.
- (e) Rental car rate, applicable taxes, and mandatory charges.
- (f) Collision damage waiver or loss damage waiver if not included in the Charter District's insurance policies.
- (g) Maximum mileage reimbursement rate applied to the actual mileage driven to conduct official Charter District business.
- (h) Actual cost of meals not to exceed the maximum allowable rate.
- (i) Actual cost of incidentals for which a record conforming to Section 16.11 of this policy is provided.

Sec. 20.2. Also, see Sections 5, 6 and 7 of this policy.

Sec. 21. CANCELLATION CHARGES.³³

An employee may be reimbursed for a cancellation charge, related to a travel expense, if the charge was incurred:

- (a) For a reason related to Charter District business, or
- (b) For a reason related to Charter District business that could not be conducted because of a natural disaster, or

³² *Textravel (September 12, 2025)*

³³ *Textravel (Miscellaneous Provisions; Cancellation Charges) (September 12, 2025)*

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- (c) Because the employee was unable to use transportation that was paid in advance to obtain a cost savings because that employee was ill or had a personal emergency.

Sec. 22. INELIGIBLE EXPENSES.

Sec. 22.1. An employee may not be reimbursed for a cost if it is not authorized or is prohibited by applicable law, rule, or other legal requirement and does not conform to the requirements set forth in this policy.

Sec. 22.2. An employee may not be reimbursed for the following ineligible expenses:

- (a) Alcoholic beverages.
- (b) Business or first-class seating.
- (c) Entertainment of any kind including, but not limited to, sporting or music venues. See Section G of this policy.
- (d) Fines, including, but not limited to, fines assessed for parking or moving violations.
- (e) Gratuities or tips.
- (f) Membership fees.
- (g) Mileage for commuting between an employee's private residence and place of employment.
- (h) Personal travel costs, including personal travel that is coordinated with travel relating to official Charter District business.
- (i) Reading materials.
- (j) Room service, laundry, personal phone calls, internet service for personal use, in-room movies, etc.
- (k) Toiletries.
- (l) Travel insurance.
- (m) Travel for spouses, family members, the employee's companion(s), the employee's children, non-charter school employees, or other acquaintances, associates or guests.
- (n) Valet services.

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Sec. 22.3. Also, see Sections 5, 6 and 7 of this policy.

CERTIFICATION

The Undersigned, being the Secretary of the Board, hereby certifies that the foregoing represents a true copy of the Board Policy PG-5.130, Travel, as adopted by the Board on May 16, 2026, which Policy is in full force and effect and has not been amended or repealed.



Joe Curry, Secretary/Treasurer



Date Certified