

IPS Enterprises, Inc.

IDEA UNIVERSITY STUDENT AND OTHER NON-EMPLOYEE TRAVEL POLICY



IPS ENTERPRISES, INC. POLICY
IDEA UNIVERSITY
STUDENT AND OTHER NON-EMPLOYEE TRAVEL POLICY

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Sec. 1. PURPOSE OF POLICY.

As the sole member of IPS Enterprises, Inc., the Board of Directors (“Board”) of IDEA Public Schools (“IDEA”) adopts this policy to govern approved travel by students of IDEA University (“IDEA-U”). Through this policy, IDEA endeavors to promote safe travel by students and other non-employee participants for activities and events that further IDEA-U’s mission and promotes IDEA-U to the general public and prospective students.

Sec. 2. AUTHORITY OVER FISCAL MATTERS.

In accordance with state law, the Board has primary and ultimate authority over fiscal matters. If a matter or decision-making process is not addressed in this or other duly adopted policies of the Board, authority rests with the Board. In the event of a conflict between this policy and any other Board policy, such conflict shall be brought to the Board for resolution. Refer to the Board’s Authority Over Fiscal Matters Policy (the “Controlling Policy”) for requirements applicable to this policy.

The Delegates (as defined in Sec. 3(b) of the Controlling Policy) shall report to the Board any business arrangement or transaction with an individual that is an officer, as defined in Sec. 5 of the Controlling Policy, and any conflicted,¹ interested² or related³ party, as defined in other Board policy or applicable law. IDEA (and its officers) may not enter into a business arrangement or conduct a transaction in such a manner so as to circumvent this requirement.

Sec. 3. APPLICABILITY OF POLICY.

Sec. 3.1. This policy applies to the use of local, private sources of funding for the reimbursement of travel expenses incurred by students of IDEA-U traveling for authorized IDEA-U purposes.

Sec. 3.2. This policy applies to travel undertaken by IDEA-U students to reach an activity or event that meets all of the following conditions:

- (a) The activity or event is planned by IDEA-U faculty or staff;
- (b) IDEA-U has approved the activity or event in advance and in writing;
- (c) The activity or event occurs more than one hundred (100) miles from the student’s primary residence; and
- (d) One of the following conditions is also met:
 - (1) Travel to the activity or event is undertaken using a vehicle owned, leased, or rented by IDEA-U or via common carrier paid for by IDEA-U; or

¹ Tex. Ed. Code § 12.1054; 19 TAC §§ 100.1131 through 100.1135

² 19 TAC § 100.1047(f)

³ Tex. Ed. Code § 12.1166

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- (2) Attendance at the activity or event is required by a registered or sponsored student organization or as part of an official school-event where the student's attendance is requested by IDEA-U.

Sec. 4. STIPEND.

Upon receipt of a written request, IDEA-U may issue a stipend to a student or other non-employee participant for expenses relating to travel authorized under this policy. IDEA-U may only issue a stipend conforming to the per diem rates published by the U.S. General Services Administration, not to exceed the actual costs incurred by the student or other non-employee participant. Upon conclusion of the travel and no later than ten (10) business days thereafter, the student or other non-employee participant shall submit an accounting of actual travel expenses incurred, including original, itemized receipts, and refund to IDEA-U any unexpended stipend amount.

Sec. 5. FEDERAL TAXATION.

IDEA-U shall ensure that any stipend disbursed to a student or other non-employee participant is treated in a manner consistent with Treasury Regulations.

Sec. 6. RECORDS.

IDEA-U shall create, obtain, and maintain adequate and sufficient records to demonstrate compliance with this policy.

Sec. 7. TRAINING.⁴

The Delegates or designee shall properly train or ensure training is provided to IDEA officers and employees on the requirements of this policy and any administrative procedures adopted to implement this policy. Additionally, the Delegates or designee shall keep IDEA officers and employees informed of any changes to this policy and related requirements.

Sec. 8. ADMINISTRATIVE PROCEDURES.

The Delegates shall formally adopt administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law and rule. In doing so, the Delegates shall not adopt, and are prohibited from adopting, an administrative procedure that conflicts with applicable law or this policy. Accordingly, the Delegates shall confer with the Board or legal counsel before deviating from the requirements set forth in this policy. In the event that a deviation from this policy becomes necessary, the Delegates shall either recommend an amendment to this policy or the Board's approval of a specific deviation, including the purpose, scope and duration of the requested deviation.

⁴ 2 CFR § 200.303(a), U.S. Government Accountability Office *Standards for Internal Control in the Federal Government*, 4.02 and 4.05.

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Sec. 9. DATE ADOPTED AND EFFECTIVE.

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on May 1, 2020, and it became effective on May 1, 2020.

Sec. 10. RETENTION.⁵

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

CERTIFICATION

The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Board Policy adopted by the Directors of the Corporation on May 1, 2020, which Policy is in full force and effect and has not been revoked or amended.

DocuSigned by:
Ryan Vaughan
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Ryan Vaughan, Secretary

5/7/2020

Date

⁵ Tex. Ed. Code §12.1052; 19 TAC §100.1203; See Record Number GR1000-38 and GR1025-25 in Local Schedule GR: Records Common to All Local Governments, Revised 5th Edition (Effective April 17, 2016) adopted by the Texas State Library and Archives Commission at Texas Administrative Code, Title 13, §7.125(a)(1).