

MESQUITE INDEPENDENT SCHOOL DISTRICT
TRAVEL REQUEST (See Back For Instructions)

Section "A"

Name \_\_\_\_\_ Destination \_\_\_\_\_
Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_
Substitute Needed \_\_\_\_\_ Number of school days employee will be out. \_\_\_\_\_

Purpose: \_\_\_\_\_

Estimated Expenditures:

Travel \_\_\_\_\_
Lodging \_\_\_\_\_
Meals \_\_\_\_\_
Fees \_\_\_\_\_
Misc. \_\_\_\_\_
TOTAL \_\_\_\_\_

Enter estimated meals prior to travel based on rates available at
https://www.gsa.gov/travel/plan-book/per-diem-rates. See back for details.
Non-reimbursed for travel without overnight stay

Fund to Finance Trip

Employee Signature

Campus or department/Position

Principal /Supervisor Approval

Section "B" Complete this section within 10 business days after the trip.

Meal Statement

Report of Actual Expenses

I hereby certify that my actual meal expenses totaled \$\_\_\_\_\_ and were for my own personal
food and non-alcoholic beverages only consumed during my trip for school business purposes.

Travel \$ \_\_\_\_\_
Lodging \$ \_\_\_\_\_
Meals \$ \_\_\_\_\_
Fees \_\_\_\_\_
Misc. \$ \_\_\_\_\_

Must deduct conference provided meals.

Employee Signature

Date

Required Document Checklist:

- Meal Statement Completed, Signed, & Dated
Meal Calculation Worksheet
Copy of Agenda
Badge/Certificate

Total Expenses \$ \_\_\_\_\_
Funds Advanced \$ \_\_\_\_\_
Refund to School \_\_\_\_\_
Amount Due Employee \_\_\_\_\_

\*Check Requisition must be attached to process reimbursement.

Section "C" Must be completed if advanced funds will be requested (\$25 minimum). A Check Requisition must be attached.

Request for Advance Trip Funds

Name \_\_\_\_\_ Destination \_\_\_\_\_
Travel \$ \_\_\_\_\_ (See Schedule on Back) Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_
Lodging \$ \_\_\_\_\_
Meals No Advance on meals.
Fees \_\_\_\_\_
Misc. \_\_\_\_\_
TOTAL \$ \_\_\_\_\_

I have read and will adhere to the travel instructions and policies stated on the back of this form.

Employee Signature

Principal / Immediate Supervisor Approval

## INSTRUCTIONS

**Section "A"** This portion is to be completed by the employee. It must be signed by the principal/immediate supervisor and the Federal Program Coordinator prior to departure.

**Section "B"** This portion is to be completed by the employee after completion of the trip. It is to be turned into the Business Office along with detailed original receipts within ten (10) business days of completion of the trip.

**Section "C" (Do Not Detach)** Complete this section only if advanced funds are needed. Complete Section "C" at the same time you complete Section "A" and turn in to the Business Office along with a check requisition at least ten (10) days prior to trip. If form is properly completed and approved, a check will be sent to you at least 10 days prior to your trip along with Section A and B so that Section B can be completed after the trip.

**NOTE: Failure to provide receipts will result in a payroll deduction equal to the travel advance amount.**

## TRAVEL POLICIES

### Reimbursable Items:

1. Travel: Use of personal vehicle will be reimbursed at the rate scheduled below.
2. Meals: Meals will be reimbursed at actual expense not exceeding the cost as designated in the State Travel Reimbursement Guide by the Texas State Comptroller on <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For cities not listed or without rates, the standard rate will apply. Federal Funds **do not reimburse for incidentals**. The meal total for a full day would be MI&E TOTAL less \$5 INCIDENTAL EXPENSES. (Incidental expenses are fees and tips given to porters, baggage carriers, hotel staff, and staff on ships). First and last day of travel must be computed at first and last day meal rate on chart. **Meals provided by the conference must be deducted from the meal total per the rate provided on the gsa website. Itemized meal receipts are not required; however, in order for meals to be validated (1) the actual meal expense must be written in the meals line, (2) the statement completed with an actual meal expense amount, signature, and date, (3) conference agenda submitted, and (4) badge or certificate must also be submitted. Meals are not covered for conferences in the metroplex area or those without an overnight stay.**
3. Lodging: Cost of adequate lodging based on Conference Rate or [www.gsa.gov](http://www.gsa.gov) rates per night.
4. Fees: Paid to conference directly. **Will not be reimbursed.**
5. Miscellaneous: Other expenses related to trip are reimbursable if reasonable, ordinary, and necessary.
6. Air Transportation & Car Rental: Cost must be less than the mileage allowance. **A Purchase Order with BLOG request must be submitted for airfare purchases. Reimbursements will not be made.**

### Non-reimbursable Items:

1. Dues: Professional dues for any organization are to be paid by employee and are not reimbursable.
2. Only expenses for employees are reimbursable. Expenses for family members or others are not permitted.
3. Texas State Occupancy Taxes. (You must take the Texas Hotel Occupancy Tax Exemption Certificate).

**Employees are expected to show good judgment about travel expenses and have proper regard for economy and conduct while representing our school district on professional trips.**

## PERSONAL VEHICLE REIMBURSEMENT CHART

Mileage is reimbursed at the rate designated in the State Travel Reimbursement Guide by the Texas State Comptroller.

For destinations not listed below, mileage should be calculated from Mesquite to your destination **with map provided**.

**(62.5 cents per mile - Effective July 2022 roundtrip)**

Abilene	392 miles	\$245	Horseshoe Bay	452 miles	\$283
Amarillo	738 miles	\$461	Houston	481 miles	\$301
Arlington	68 miles	\$43	Hurst	87 miles	\$54
Austin	400 miles	\$250	Irving	46 miles	\$29
Bryan	332 miles	\$208	League City	536 miles	\$335
Commerce	114 miles	\$71	Lindale	154 miles	\$96
College Station	368 miles	\$230	Longview	221 miles	\$138
Corpus Christi	766 miles	\$479	Lubbock	668 miles	\$418
Dallas	26 miles	\$16	Plano	45 miles	\$28
Denton	99 miles	\$62	Richardson	35 miles	\$22
El Paso	1245 miles	\$778	Round Rock	372 miles	\$233
Fort Worth	87 miles	\$54	San Antonio	554 miles	\$346
Frisco	71 miles	\$44	Sherman	137 miles	\$86
Galveston	578 miles	\$361	SMU	30 miles	\$19
Garland	30 miles	\$19	Tyler	162 miles	\$101
Georgetown	354 miles	\$221	Waco	200 miles	\$125
Grapevine	75 miles	\$47	White Settlement	110 miles	\$69