

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	_____	*Allotted Amount \$ _____
Lodging	_____	
Meals	_____	Enter estimated meals prior to travel based on rates available at
Fees	_____	<a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> . See back for details.
Misc.	_____	Non-reimbursed for travel without overnight stay
<b>TOTAL</b>	_____	

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 totalled \$ \_\_\_\_\_ 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)
Lodging	\$ _____
Meals	<b>No Advance on meals.</b>
Fees	_____
Misc.	_____
<b>TOTAL</b>	\$ _____

Date of Departure \_\_\_\_\_

Date of Return \_\_\_\_\_

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**.

**(65.5 cents per mile - Effective December 2022 roundtrip)**

Abilene	392 miles	\$257	Horseshoe Bay	452 miles	\$296
Amarillo	738 miles	\$483	Houston	481 miles	\$315
Arlington	68 miles	\$45	Hurst	87 miles	\$57
Austin	400 miles	\$262	Irving	46 miles	\$30
Bryan	332 miles	\$217	League City	536 miles	\$351
Commerce	114 miles	\$75	Lindale	154 miles	\$101
College Station	368 miles	\$241	Longview	221 miles	\$145
Corpus Christi	766 miles	\$502	Lubbock	668 miles	\$438
Dallas	26 miles	\$17	Plano	45 miles	\$29
Denton	99 miles	\$65	Richardson	35 miles	\$23
El Paso	1245 miles	\$815	Round Rock	372 miles	\$244
Fort Worth	87 miles	\$57	San Antonio	554 miles	\$363
Frisco	71 miles	\$47	Sherman	137 miles	\$90
Galveston	578 miles	\$379	SMU	30 miles	\$20
Garland	30 miles	\$20	Tyler	162 miles	\$106
Georgetown	354 miles	\$232	Waco	200 miles	\$131
Grapevine	75 miles	\$49	White Settlement	110 miles	\$72