

MESQUITE INDEPENDENT SCHOOL DISTRICT FEDERAL TRAVEL REQUEST

SECTION A

See page 2 for instructions

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

Purpose: _____

Travel	\$ _____		ALLOTED AMOUNT \$ _____
Lodging	\$ _____		
Meals*	\$ _____	← Enter estimated meals prior to travel based on rates provided at: https://www.gsa.gov/travel/plan-book/per-diem-rates	
Fees	\$ _____	<i>*Meals will not be reimbursed for travel without overnight stay.</i>	
Misc.	\$ _____		
TOTAL	\$ _____		

Fund to Finance Trip _____	Campus/Department & Position _____
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APPROVAL SIGNATURES:

Employee _____	Director of Federal Programs _____	Principal /Supervisor _____
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SECTION B

Complete this section within 10 business days after the trip.

MEAL STATEMENT

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

Report of Actual Expenses	Employee Signature _____	Date _____
Travel	\$ _____	
Lodging	\$ _____	
Meals	\$ _____	← Deduct conference and hotel provided meals
Fees	\$ _____	
Misc.	\$ _____	
Total Expenses \$ _____		
Funds Advanced \$ _____		
Refund to District \$ _____		
Amount Due Employee \$ _____		

- REQUIRED DOCUMENT CHECKLIST:**
- Meal Statement Completed, Signed & Dated
 - Meal Calculation Worksheet
 - Receipts for all reimbursements
 - Copy of Agenda
 - Badge/Certificate
 - Purchase order (must be attached to process reimbursement)

SECTION C

Complete **ONLY** if advanced funds will be requested (\$25 minimum) Purchase Order must be attached.

Name _____	Destination _____
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Request for Advance Trip Funds

Travel	\$ _____	← See schedule on page 2	Date of Departure _____	Date of Return _____
Lodging	\$ _____			
Meals	\$ <i>no advance on meals</i>			
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 _____
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INSTRUCTIONS

Section A

This portion is to be completed by the employee and signed by the principal/immediate supervisor and the Director of Federal Programs prior to departure. The estimates listed here should be used to create all travel requisitions. All travel requisitions must be approved 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 Purchasing Office, Attn: Kathleen Pruitt, along with any required documentation within ten (10) business days of completion of the trip. The conference agenda and badge or certificate must be submitted along with Section B.

Section C

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 copy of your purchase order at least ten (10) days prior to trip. If the form is completed properly and approved, a check will be sent to you at least 10 days prior to your trip along with the Travel Request Form so that Section B can be completed after the trip.

NOTE: If lodging or any other miscellaneous fees are advanced, **failure to provide receipts upon your return will result in a payroll deduction equal to the travel amount advanced.**

FEDERAL TRAVEL POLICIES

Reimbursable Items:

- Travel:** Use of a personal vehicle will be reimbursed at the rate scheduled below. **Fuel receipts are not needed.**
- Meals:** Meals will be reimbursed at the lesser of actual cost or as designated in the U.S. General Services Administration on <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For cities not listed or without rates, the standard rate will apply. Itemized meal receipts are required. Tips, Gratuities, and Incidental expenses will **not** be reimbursed under any circumstance. First and last day of travel must be computed at first and last day meal rate as provided on the GSA per diem meal chart. If meals are included in the hotel rate or provided at the conference or event, then **no reimbursement is allowed for those meals provided.** Itemized meal receipts are required. For meals to be reimbursed, you must complete the following. (1) The actual meal expense must be written in the meals line in Section B. (2) The Meal Statement, in Section B, must be completed with an actual meal expense amount, signature, and date. (3) Meal receipts must be submitted along with Section B.
No meals will be reimbursed for conferences in the metroplex area or those without an overnight stay.
- Lodging:** Cost of adequate lodging must be based on Conference Rate or www.gsa.gov rates per night.
- Miscellaneous:** Other expenses related to trip are reimbursable if reasonable, ordinary, and necessary.
- Air Transportation & Car Rental:** Cost must be less than the mileage allowance. **Purchase Order with BLOG request must be submitted** for airfare purchases. Reimbursements for airfare will not be accepted.

Non-reimbursable Items:

- Professional dues for any organization are to be paid by employee and are **not** reimbursable.
- Only expenses for employees are reimbursable. Expenses for family members or others are not permitted.
- You must take, and present to the hotel at time of check in, 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

Mileage is reimbursed at the current rate designated in the [TexTravel Fiscal Management](#) website provided by the Texas Comptroller. For destinations not listed below, mileage should be calculated from 3819 Towne Crossing Blvd to your destination **with map attached.**

67 cents per mile - Effective January 2024 roundtrip

Abilene	392 miles	\$263	Horseshoe Bay	452 miles	\$303
Amarillo	738 miles	\$494	Houston	481 miles	\$322
Arlington	68 miles	\$46	Hurst	87 miles	\$58
Austin	400 miles	\$268	Irving	46 miles	\$31
Bryan	332 miles	\$222	League City	536 miles	\$359
Commerce	114 miles	\$76	Lindale	154 miles	\$103
College Station	368 miles	\$247	Longview	221 miles	\$148
Corpus Christi	766 miles	\$513	Lubbock	668 miles	\$448
Dallas	26 miles	\$17	Plano	45 miles	\$30
Denton	99 miles	\$66	Richardson	35 miles	\$23
El Paso	1245 miles	\$834	Round Rock	372 miles	\$249
Fort Worth	87 miles	\$58	San Antonio	554 miles	\$371
Frisco	71 miles	\$48	Sherman	137 miles	\$92
Galveston	578 miles	\$387	SMU	30 miles	\$20
Garland	30 miles	\$20	Tyler	162 miles	\$109
Georgetown	354 miles	\$237	Waco	200 miles	\$134
Grapevine	75 miles	\$50	White Settlement	110 miles	\$74