

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 |
| Registration | \$ _____ | *Meals will not be reimbursed for travel without overnight stay. |
| Misc. | \$ _____ | |
| TOTAL | \$ _____ | |

| | |
|----------------------------|------------------------------------|
| Fund to Finance Trip _____ | Campus/Department & Position _____ |
|----------------------------|------------------------------------|

APPROVAL SIGNATURES:

| | | |
|----------------|------------------------------------|-----------------------------|
| Employee _____ | Director of Federal Programs _____ | Principal /Supervisor _____ |
|----------------|------------------------------------|-----------------------------|

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 |
| Registration | \$ _____ | |
| 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
- 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 _____ | |
| Request for Advance Trip Funds | | | |
| Travel | \$ _____ | ← See schedule on page 2 | |
| Lodging | \$ _____ | Date of Departure _____ | Date of Return _____ |
| 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 _____ |
|--------------------------|-------------------------------------------------|

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.

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.** 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:** Airfare cost should 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.**

70 cents per mile - Effective January 2025 roundtrip

| | | | | | |
|-----------------|------------|-------|------------------|-----------|-------|
| Abilene | 392 miles | \$274 | Horseshoe Bay | 452 miles | \$316 |
| Amarillo | 738 miles | \$517 | Houston | 481 miles | \$337 |
| Arlington | 68 miles | \$48 | Hurst | 87 miles | \$61 |
| Austin | 400 miles | \$280 | Irving | 46 miles | \$32 |
| Bryan | 332 miles | \$232 | League City | 536 miles | \$375 |
| Commerce | 114 miles | \$80 | Lindale | 154 miles | \$108 |
| College Station | 368 miles | \$258 | Longview | 221 miles | \$155 |
| Corpus Christi | 766 miles | \$536 | Lubbock | 668 miles | \$468 |
| Dallas | 26 miles | \$18 | Plano | 45 miles | \$32 |
| Denton | 99 miles | \$69 | Richardson | 35 miles | \$25 |
| El Paso | 1245 miles | \$872 | Round Rock | 372 miles | \$260 |
| Fort Worth | 87 miles | \$61 | San Antonio | 554 miles | \$388 |
| Frisco | 71 miles | \$50 | Sherman | 137 miles | \$96 |
| Galveston | 578 miles | \$405 | SMU | 30 miles | \$21 |
| Garland | 30 miles | \$21 | Tyler | 162 miles | \$113 |
| Georgetown | 354 miles | \$248 | Waco | 200 miles | \$140 |
| Grapevine | 75 miles | \$53 | White Settlement | 110 miles | \$77 |