**Requisition #(s)**

***Updated January 2021* MESQUITE INDEPENDENT SCHOOL DISTRICT**

 **TRAVEL REQUEST** *(See Back For Instructions)*

# Section “A”

**Name Destination**

# Purpose: Estimated Expenditures:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | ***YES NO***  |  |
| **Date of Departure** | **Date of Return** | **Substitute Needed** | **Number of school days employee will be out.** |

**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**.**](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**

**Employee Signature Date**

**Must deduct conference provided meals.**

**Misc.**

$

**Total Expenses** $

**Funds Advanced** $

**Refund to School Amount Due Employee**

**Required Document Checklist:**

**Meal Statement Completed, Signed, & Dated Meal Calculation Worksheet**

**Copy of Agenda Badge/Certificate**

**\*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 Lodging**

 $ **(See Schedule on Back) Date of Departure Date of Return**

 $

**Meals \_N\_o\_A\_d\_v\_a\_n\_c\_e\_o\_n\_m\_eals.**

**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 thetrip.

## NOTE: Failure to provide receipts will result in a payroll deduction equal to the travel advanceamount.

**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](https://www.gsa.gov/travel/plan-book/per-diem-rates) 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 f**or **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 professionaltrips.**

## 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**.

##  (56 cents per mile - Effective January 2021 roundtrip)

**Georgetown**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Abilene** | 392 miles | $219.52 | **Horseshoe Bay** | 452 miles | $253.12 |
| **Amarillo** | 738 miles | $413.28 | **Houston** | 481 miles | $269.36 |
| **Arlington** | 68 miles | $38.08 | **Hurst** | 87 miles | $48.72 |
| **Austin** | 400 miles | $224.00 | **Irving** | 46 miles | $25.76 |
| **Bryan** | 332 miles | $185.92 | **League City** | 536 miles | $300.16 |
| **Commerce** | 114 miles | $63.84 | **Lindale** | 154 miles | $86.24 |
| **College Station** | 368 miles | $206.08 | **Longview** | 221 miles | $123.76 |
| **Corpus Christi** | 766 miles | $428.96 | **Lubbock** | 668 miles | $374.08 |
| **Dallas** | 26 miles | $14.56 | **Plano** | 45 miles | $25.20 |
| **Denton** | 99 miles | $55.44 | **Richardson** | 35 miles | $19.60 |
| **El Paso** | 1245 miles | $697.20 | **Round Rock** | 372 miles | $208.32 |
| **Fort Worth** | 87 miles | $48.72 | **San Antonio** | 554 miles | $310.24 |
| **Frisco** | 71 miles | $39.76 | **Sherman** | 137 miles | $76.72 |
| **Galveston** | 578 miles | $346.80 | **SMU** | 30 miles | $16.80 |
| **Garland** | 30 miles | $16.80 | **Tyler** | 162 miles | $90.72 |
| **Georgetown** | 354 miles | $198.24 | **Waco** | 200 miles | $112.00 |
| **Grapevine** | 75 miles | $42.00 | **White Settlement** | 110 miles | $61.60 |