

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

Section "A"

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

Purpose: _____

Estimated Expenditures:

Travel	_____		_____
Lodging	_____		_____
Meals	_____	No Advance on meals.	_____
Fees	_____		_____
Misc.	_____		_____
TOTAL	_____		Fund to Finance Trip

Employee Signature_____
Campus or Department /Position_____
Principal / Immediate Supervisor Approval**Section "B"** Complete this section within 10 business days after the trip.**Report of Actual Expenses**

Travel	_____		_____
Lodging	_____		_____
Meals	_____	* non-reimbursed for travel without overnight stay	_____
Fees	_____		_____
Misc.	_____		_____
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	_____	Date of Departure	Date of Return
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 prior to departure.

Section “B” This portion is to be completed by the employee after completion of the trip. It is to be turned in to 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: After completion of an approved trip – remember to complete Section “B” and return to the Business Office along with the **original itemized receipts** showing detail of meals, lodging, etc.

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: **NO ADVANCE ON MEALS.** Meals will be reimbursed at cost as designated in the State Travel Reimbursement Guide by the Texas State Comptroller. **(Not to exceed \$46 per day). For conferences in the metroplex area, meals will not be reimbursed.**
MISD will reimburse up to \$11 for breakfast, \$12 for lunch and \$23 for dinner.
3. Lodging: Cost of adequate lodging appropriate to the purpose of the trip based on www.gsa.gov rates per night. (\$93 or Conference Rate per night).
4. Fees: Paid to conference directly.
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.

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.**

(54.5 cents per mile - Effective January 2018)

Roundtrip

Abilene	392 miles	\$ 214	Houston	481 miles	\$ 262
Amarillo	738 miles	\$ 402	Hurst	87 miles	\$ 47
Arlington	68 miles	\$ 37	Irving	46 miles	\$ 25
Austin	400 miles	\$ 218	League City	536 miles	\$ 292
Bryan	332 miles	\$ 181	Longview	221 miles	\$ 120
Commerce	114 miles	\$ 62	Lubbock	668 miles	\$ 364
Corpus Christi	766 miles	\$ 417	Plano	45 miles	\$ 25
Dallas	26 miles	\$ 14	Richardson	35 miles	\$ 19
Denton	99 miles	\$ 54	Round Rock	372 miles	\$ 203
El Paso	1245 miles	\$ 679	San Antonio	554 miles	\$ 302
Fort Worth	87 miles	\$ 47	Sherman	137 miles	\$ 75
Frisco	71 miles	\$ 39	SMU	30 miles	\$ 16
Galveston	578 miles	\$ 315	Tyler	162 miles	\$ 88
Garland	30 miles	\$ 16	Waco	200 miles	\$ 109
Georgetown	354 miles	\$ 193	White Settlement	110 miles	\$ 60