

Midlothian Independent School District
Travel Reimbursement Form

Printed Name _____

Departure Date _____ Time _____ Return Date _____ Time _____

Destination and purpose of travel _____

Mileage _____ miles @ \$.56 per mile \$ _____
(Please attach the MapQuest mileage calculation to this form)

Parking (attach receipts) \$ _____

Hotel / lodging for _____ nights (attach receipt from hotel) \$ _____

Meals (see page 2) \$ _____

Conference / seminar / meeting registration (attach receipts) \$ _____

Fares for public transportation (attach receipts) \$ _____

Other travel expenses (itemize and attach receipts)
_____ \$ _____
_____ \$ _____

Total expenses for trip \$ _____

Minus amounts prepaid by MISD \$ _____

Balance due to employee \$ _____

Account to be charged: _____

Submitted by:

Reviewed/approved by:

Employee Signature Date

Administrator's Signature Date

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Meals will be reimbursed at a per diem rate following the schedules below:

Date	Breakfast \$	Lunch \$	Dinner \$	Total \$
Totals	\$	\$	\$	\$

Depart:	Return	Meals
Before 8:00 am	Before noon	B
Before 8:00 am	Between 2:00 and 6:00 pm	B, L
Before 8:00 am	After 6:00 pm	B, L, D
Between 8:00 am and noon	Before 6:00 pm	L
Between 8:00 am and noon	After 6:00 pm	L, D
Between noon and 2:00 pm	After 6:00 pm	D

Meal Key:

B – Breakfast Meal

L – Lunch Meal

D – Dinner Meal

**Per Diem Rates
Effective September 1,
2009**

Destination	County	Meals	Breakfast	Lunch	Dinner
Austin	Travis	\$54	\$12	\$18	\$24
Beaumont	Jefferson	\$49	\$11	\$16	\$22
College Station	Brazos	\$39	\$9	\$13	\$17
Corpus Christi	Nueces	\$44	\$10	\$15	\$19
El Paso	El Paso	\$44	\$10	\$15	\$19
Galveston	Galveston	\$49	\$11	\$16	\$22
Houston	Harris, Ft. Bend, Montgomery	\$59	\$13	\$20	\$26
Hunt County	Hunt	\$39	\$9	\$13	\$17
Laredo	Webb	\$44	\$10	\$15	\$19
McAllen	Hidalgo	\$44	\$10	\$15	\$19
Round Rock	Williamson	\$44	\$10	\$15	\$19
San Antonio	Bexar	\$54	\$12	\$18	\$24
South Padre Island	Cameron	\$44	\$10	\$15	\$19
Waco	McLennan	\$39	\$9	\$13	\$17

Individual meal amounts determined on percentage basis compared to current per diem.

If a city is not listed and travel is to the county of a listed city, use that city rate.

If neither the city nor county is listed, the rate is \$39.00 a day.

For out of state travel use the highest Texas rate – currently that is Houston at \$59.00 per day.