

2015 - 2016 WEIMAR I.S.D.

REQUEST FOR MILEAGE REIMBURSEMENT

Use this form to REQUEST REIMBURSEMENT for documented expenses incurred for travel while on school business.

Employee: _____

Dates & Purpose of Travel: _____

MILEAGE REIMBURSEMENT:

DATE	DEPARTURE LOCATION	ARRIVAL DESTINATION	TOTAL MILES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Miles _____ @ \$.485/mile = \$ _____

PARKING REIMBURSEMENT: \$ _____ (attach receipts)

OTHER REIMBURSEMENT: \$ _____ (attach receipts)

TRAVEL ACCOUNT CODE: _____ -- 6 4 1 1 -- _____

TOTAL REIMBURSEMENT DUE EMPLOYEE \$ _____

ALL REQUIRED RECEIPTS MUST BE ATTACHED in order to be reimbursed. Submission of false information is in violation of state law.

EMPLOYEE:

I certify that the above request is true and correct: _____
Employee signature

ADMINISTRATOR APPROVAL:

Campus Principal Signature

Business Manager Signature

MEALS:

WISD Employee Only Travel:

- Meals paid **ONLY** for school-related events that require an overnight stay.
- Breakfast = \$9.00; Lunch = \$12.00; Dinner = \$15.00..... not to exceed \$36.00/day
- Meals included as part of conference/workshop may not be included in meal advance request.
- Meals prior to leaving or after returning to Weimar may not be included in meal advance request.

WISD Employee with Students Travel:

- Regular Competitions (prior to Post-District)
 - WISD will reimburse 1 day travel meal per day **ONLY** if sack lunches are ordered thru the WISD Cafeteria. The Cafeteria will issue an invoice for the sack lunches. Complete a P.A. form, attach a list of travelers to the invoice and forward to Business Office for payment to Cafeteria.
 - Other options..... 1) self-pay, 2) Booster Club, 3) Activity Club.
- Post-District (*travel to games, UIL, sporting events, One Act Play, tournaments, etc.*)
 - \$9.00 per meal (both students and employees)
 - Must attach a list of travelers with request

Travel:

- ❖ If a WISD vehicle is not available, you will be reimbursed \$.485 per mile to use your personal vehicle.
- ❖ Mileage reimbursement will begin at WISD campus unless departing at a point closer to destination.
- ❖ Maximum allowed mileage:

Austin	172	Houston	176
Victoria	140	San Antonio	222
- ❖ For destinations other than these, consult www.wildtexas.com/travel-calculator.php.

Lodging:

- Reimbursed at \$85 per night for 1 person when sharing a room with other employees.
- Reimbursed at \$100 per night when staying alone in a room.
- Employee should always request the state rate when making a reservation.
- Employee should always take a hotel tax exempt certificate with them; WISD will not reimburse state sales tax charges. Certificates are available at campus office or Business Office.