

HOTELS/LODGING

Midlothian ISD will reimburse hotel expenses within Texas for the room rate, plus county and city taxes on that rate. (Reimbursements from State and Federal grants are limited to the official State rate, which is currently \$85 plus taxes.) Please note that MISD employees on official business are exempt from paying state hotel occupancy taxes on hotel rooms within the state of Texas, and you will normally not be reimbursed for any state hotel occupancy taxes on your room. You will need to take a copy of the Texas Comptroller of Public Accounts form entitled “Texas Hotel Occupancy Tax Exemption Certificate” with you, fill it in, and leave it with the hotel. Your school or department secretary should have a blank copy of the form for you to use, or you may obtain one from the Business Office or from MISD’s Web site.

If for some reason the hotel refuses to honor this tax exemption form, please note on your expense report the time and date of the refusal, and the hotel employee’s name. The Business Office will need to follow up with the hotel – and possibly with the Comptroller’s Office.

If your travel is outside Texas, you will be subject to all taxes.

You are entitled to reimbursement for overnight trips at the hotel/facility that is recommended, or the place of the conference, seminar, etc. Your room should be the most economical available. If a spouse attends with an MISD employee, any additional room costs must be paid for by the employee. (Again, reimbursements from State and Federal grants are limited to the official State rate.)

You must submit an itemized copy of charges -- usually called a “folio” -- for your hotel stay. A credit card receipt alone will not be acceptable. Any charges for personal expenses (such as movies, dry cleaning, etc.) will not be reimbursed. If MISD has prepaid all or part of the charges, this amount should be reflected on the folio.

If you are involved in a multi-day trip within the DFW metroplex (described as the counties of Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, and Tarrant) you will not be eligible for overnight or meal reimbursements without the written approval of the Superintendent prior to the trip. If granted, the written authorization must be attached to the Travel Reimbursement Form.

MEALS

- > For travel not involving an overnight stay, meals will generally not be reimbursed. Exceptions to this will require the Superintendent’s written approval.
- > For overnight trips:
Note on your expense form your departure date and time from MISD, and your date and time of return.

If you leave MISD prior to 8:00 a.m., you are entitled to all meals for that day.
If you leave between 8:00 a.m. and 2:00 p.m., you are entitled to lunch and dinner.
If you leave after 2:00 p.m., you are entitled to dinner.

If on your day of return you arrive back prior to noon, you are entitled to breakfast that day.
If you return between noon and 6:30 p.m., you are entitled to breakfast and lunch.
If you return after 6:30 p.m., you are entitled to all meals for that day.

Amounts exceeding the Comptroller's daily meals allowance for overnight travel within Texas will not be reimbursed. (As of this writing, this amount is \$36.00.)

Receipts will be required for meal reimbursements. Credit card receipts will not be acceptable; you will instead need to provide the bill, which lists the items purchased. Under no circumstances will MISD reimburse you for any alcoholic beverages.

If your meal expenditure is for more than one person, each individual's name and position must be listed on the receipt.

MILEAGE

MISD will reimburse for mileage to and from the city where the conference, seminar, meeting, etc. will be held. "Commuting" mileage, such as to and from the hotel to the conference site, or to and from meals, will not be reimbursed. (An exception will be made if you are transporting students, and you submit a log showing the mileage of each trip for transportation to/from the contest site and meals.)

The Texas Mileage Guide will be the official mileage allowed. You can access this guide by going to <http://www.cpa.state.tx.us/comptrol/texastra.html>, or by going to www.cpa.state.tx.us and clicking on the link to the Mileage Guide. We will use the Comptroller's mileage rate, so you will just fill in the "from" city (Midlothian), the "to" city/cities, and Midlothian as the last "to" location. Click on "Calculate," and the mileage guide will calculate the mileage and the reimbursement for you. Do a printout of this calculation and attach it to your travel reimbursement request.

The Texas Mileage Guide is calculated center-of-city to center-of-city, so the mileage may differ somewhat from what your odometer may read. Printouts from other sources, such as Yahoo.com or Mapquest.com are not acceptable alternatives. MISD will pay mileage from/to your home only if it is less than the mileage from/to the district.

Although most Texas towns and cities are listed in the official guide, you may occasionally need to travel to a small community that is not. In that case, do a calculation to the nearest location

that is listed, and note on the printout that the community you went to was “x” miles from the community listed on the Comptroller’s site.

CONFERENCE / SEMINAR / MEETING

Attach any receipt for the conference, seminar, etc., whether this was prepaid by MISD or paid by you. If MISD has prepaid for the session, you will show this towards the bottom of the travel form.

PUBLIC TRANSPORTATION

Any public transportation (commercial airlines, commercial buses, taxis, subways, etc.) which are a necessity of the trip will be reimbursed as long as the employee selects the most economical service available and within reasonable time constraints.

Your Travel Reimbursement Form should be completed and turned in to your supervisor within 10 days of your return. Forms lacking required information may be sent back to you for completion. Please feel free to contact the Business Office with any questions.

Midlothian Independent School District
Travel Reimbursement Form

Name _____

Date & time of departure _____ **Date & time** of return _____

Destination _____

Purpose of travel _____

Mileage _____ miles (attach Texas Mileage Guide printout) \$ _____
www.cpa.state.tx.us Click on Mileage Guide

Parking (attach receipts) \$ _____

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

Meals / see back of sheet (attach receipts) \$ _____

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:

Printed name of employee

Printed name of approving administrator

Signature of employee

Date

Signature of approving administrator

Date

