

LONGVIEW INDEPENDENT SCHOOL DISTRICT

PLEASE USE THE FOLLOWING ROUND TRIP MILEAGE FIGURES:

AUSTIN	544	miles	\$	340.00
BRYAN-COLLEGE STATION	412	miles	\$	257.50
CORPUS CHRISTI	864	miles	\$	540.00
DALLAS	260	miles	\$	162.50
DFW AIRPORT/FT. WORTH	326	miles	\$	203.75
FRISCO	306	miles	\$	191.25
GALVESTON	520	miles	\$	325.00
HOUSTON	426	miles	\$	266.25
KEMAH	466	miles	\$	291.25
KILGORE	26	miles	\$	16.25
LUFKIN	180	miles	\$	112.50
MESQUITE	236	miles	\$	147.50
NACOGDOCHES	142	miles	\$	88.75
SAN ANTONIO	702	miles	\$	438.75
SHREVEPORT	112	miles	\$	70.00
TEXARKANA	180	miles	\$	112.50
TYLER	78	miles	\$	48.75
WACO	378	miles	\$	236.25

Mileage figures are from Rand McNally website: www.randmcnally.com

If you do not attach a copy of a mileage sheet from a "search engine" Google, Yahoo Maps, etc. please use this chart above.

NOTE: Mileage on the Rand McNally website is 1-way, so double the value if round trip. (Please round values to the nearest whole mile).

Complete the meal chart below which indicates the maximum advanced reimbursement allowed. Meals are reimbursed at actual costs not to exceed \$54 a day. ****See 2022-23 Travel Procedures for Students Meal Allowances****

DATE	BREAKFAST \$14.00	LUNCH \$16.00	DINNER \$24.00	TOTAL PER DIEM AMOUNT
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

ACTUAL AMOUNT SPENT PER DAY
\$
\$
\$
\$
\$
\$
\$
\$
\$

TOTAL AMOUNT \$

\$ **

REMINDER: Do not request an advance for a meal that is provided by the hotel or conference. If meals are provided, these meals will not be reimbursed, even if you choose not to eat.

****I CERTIFY THAT THE ACTUAL AMOUNTS SPENT ON MEALS LISTED ABOVE ARE TRUE AND CORRECT. IF ACTUAL COSTS ARE LESS THAN THE ADVANCED PER DIEM, UNSPENT FUNDS MUST BE REIMBURSED TO THE DISTRICT. MY SIGNATURE BELOW AUTHORIZES LONGVIEW INDEPENDENT SCHOOL DISTRICT TO DEDUCT FROM MY NEXT REGULARLY SCHEDULED PAYCHECK THE AMOUNT OF UNSPENT FUNDS.**

Traveler Signature _____