

SEMINOLE INDEPENDENT SCHOOL DISTRICT TRAVEL AUTHORIZATION/SETTLEMENT FORM

Traveler:		PO #	
Dates of Travel:	From:	To:	County # of Destination:
Destination/Purpose:			Mileage per Google Maps (Round Trip):

Instructions: Please include all actual expenses incurred, including those for which you received an advance or used credit card. Items marked with an (*) require a receipt to be submitted with the Travel Settlement Form.

DATE (_ / _ / _)	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
* Breakfast (Standard = \$10)							\$ -
* Lunch (Standard = \$15)							\$ -
* Dinner (Standard = \$26)							\$ -
Total Meal(s) per Day	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meal Per Diem by Location	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meal Expenditure Allowed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hotel Per Diem by Location	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Hotel							\$ -
* Registration							\$ -
* Car Rental							\$ -
* Taxi/Bus Fares							\$ -
* Plane/Train Fares							\$ -
Auto Mileage @ \$0.545/mi	\$ -						\$ -
* Parking Tolls							\$ -
* Other (Explain below)	(Any amounts included below will have to be reviewed, approved, and adjusted by the Business Office.)						

Total	\$ -
Less Advance/Credit Card	
Due SISD	\$ -
Due Traveler	\$ -

Traveler's Signature: _____ Date: _____
 I certify that all the above information is true and correct, and all the above expenditures were incurred by me in the performance of my official duties in accordance with policies of the Seminole Independent School District.

Budget Code		Amount	
Budget Code		Amount	

SUPERVISORS' APPROVAL _____ DATE _____

BUSINESS OFFICE APPROVAL _____ DATE _____

FY 2018 Per Diem Rates - Effective January 1, 2018

State	Primary Destination	County Number	County	Lodging Rate	M&IE Rate
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.	0	Unlisted	\$93	\$51
TX	Arlington / Fort Worth / Grapevine	220	Tarrant	\$163	\$59
TX	Austin (Apr. 1 - Sep. 30)	229	Travis	\$146	\$59
TX	Austin (Jan. 1 - Mar. 31)	228	Travis	\$165	\$59
TX	Austin (Oct. 1 - Dec. 31)	227	Travis	\$146	\$59
TX	Big Spring	114	Howard	\$97	\$54
TX	College Station	21	Brazos	\$107	\$59
TX	Corpus Christi	178	Nueces	\$101	\$59
TX	Dallas (Jan. 1 - June 30)	58	Dallas	\$155	\$64
TX	Dallas (Jul. 1 - Sep. 30)	59	Dallas	\$142	\$64
TX	Dallas (Oct. 1 - Dec. 31)	57	Dallas	\$142	\$64
TX	El Paso	71	El Paso	\$98	\$59
TX	Galveston (Sep. 1 - Sep. 30)	86	Galveston	\$99	\$64
TX	Galveston (Jun. 1 - Aug. 31)	85	Galveston	\$121	\$64
TX	Galveston (Oct. 1 - May 31)	84	Galveston	\$99	\$64
TX	Houston-Montgomery/Fort Bend/Harris Co. (Feb. 1 - May 31)	102	Harris	\$137	\$59
TX	Houston-Montgomery/Fort Bend/Harris Co. (Jun. 1 - Sep. 30)	103	Harris	\$121	\$59
TX	Houston-Montgomery/Fort Bend/Harris Co. (Oct. 1 - Jan. 31)	101	Harris	\$131	\$59
TX	Midland	167	Midland	\$105	\$64
TX	Pecos	195	Reeves	\$105	\$54
TX	Plano	43	Collin	\$120	\$59
TX	Round Rock	246	Williamson	\$101	\$59
TX	San Antonio	15	Bexar	\$124	\$64
TX	South Padre Island (Jun. 1 - Aug. 31)	32	Cameron	\$110	\$59
TX	South Padre Island (Mar. 1 - May 31)	31	Cameron	\$100	\$59
TX	South Padre Island (Oct. 1 - Feb. 28)	33	Cameron	\$93	\$59
TX	Waco	161	McLennan	\$102	\$59
Sources:	https://fm.xcpa.state.tx.us/fm/travel/travelrates.php		(Texas Comptroller Website)		
	http://www.gsa.gov/portal/category/100120		(GSA's Federal Domestic Maximum Per Diem Rates)		

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