

LONGVIEW INDEPENDENT SCHOOL DISTRICT

PLEASE USE THE FOLLOWING ROUND TRIP MILEAGE FIGURES:

AUSTIN	544 miles	\$ 272.00
BRYAN-COLLEGE STATION	412 miles	\$ 206.00
CORPUS CHRISTI	864 miles	\$ 432.00
DALLAS	260 miles	\$ 130.00
DFW AIRPORT/FT. WORTH	326 miles	\$ 163.00
FRISCO	306 miles	\$ 153.00
GALVESTON	520 miles	\$ 260.00
HOUSTON	426 miles	\$ 213.00
KEMAH	466 miles	\$ 233.00
KILGORE	26 miles	\$ 13.00
LUFKIN	180 miles	\$ 90.00
MESQUITE	236 miles	\$ 118.00
NACOGDOCHES	142 miles	\$ 71.00
SAN ANTONIO	702 miles	\$ 351.00
TEXARKANA	180 miles	\$ 90.00
TYLER	78 miles	\$ 39.00
WACO	378 miles	\$ 189.00

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 \$33 a day.

DATE	BREAKFAST \$8.00	LUNCH \$10.00	DINNER \$15.00	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 _____