

October 01, 2015

To: All Employees

From:  Elvis Williams

Re: **Travel Rates for 2015-2016**

This is to provide an update for new state travel reimbursement rates in effect for the 2015-2016 school year. The District follows the Texas State Travel Guide for travel reimbursement. The Texas Comptroller has updated the GSA travel website effective October 01, 2015.

- **Mileage-** \$0.575 cents per mile
- **Hotel- Actual** costs not to exceed federal per diem lodging rate (city/county specific)
- **Meals-** Federal per diem meals rate (city/county specific), **out** of Metropolitan area

****Since it is impossible to determine per diem percentages for every county, we will continue to use the breakdown below.**

*****Please do not reference rates on the Meals and Incidental Expenses (M&IE) breakdown.**

******Reimbursement to include one receipt per meal only.**

Breakfast	1/3 of daily rate	Leave by 6:00am	-	Return after 10:00am
Lunch	1/3 of daily rate	Leave by 10:00am	-	Return after 2:00pm
Dinner	1/3 of daily rate	Leave by 6:00pm	-	Return after 7:00pm

All lodging and meals are reimbursed at different federal rates based on city/county of travel. Please check the following website to determine reimbursement rates for your trip:

<http://www.gsa.gov/portal/content/104877>

Any cities/counties not listed in the federal register will be reimbursed at the state standard rates of \$89.00 per day for lodging and \$51.00 per day for meals (divided by three as noted above).

Receipts are not required unless travel paid through federal grant funds.

Meals and Hotel expenses are not reimbursed for the Austin Metropolitan Area, which consists of:

Williamson:	Round Rock	Florence	Jarrell	Leander	Granger
	Liberty Hill	Georgetown	Hutto	Taylor	Thrall

Hays:	Dripping Springs	Hays Consolidated	Wimberley	San Marcos
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Caldwell:	Lockhart	Luling	Prairie Lea
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Bastrop:	Bastrop	Smithville	Elgin	McDade
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Travis:	Austin	Manor	Eanes	Del Valle	Lago Vista
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	Pflugerville	Lake Travis
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