[redacted]
SAN ANTONIO HILL COUNTRY

GUEST FOLIO

3333	[redacted]	582.00	[redacted]	11:00	31408
ROOM	NAME	RATE		TIME	ACCT#
DK			[redacted]	14:48	
TYPE			ARRIVE	TIME	
5					
ROOM CLERK	ADDRESS	PAYMENT			MBV#: XXXXX4516

DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE
04[redacted]	RSRT FEE	RSRT FEE	56.00		
04[redacted]	STATE TX	RSRT FEE	3.36		
04[redacted]	CCSID TX	RSRT FEE	5.04		
04[redacted]	CNTY TAX	RSRT FEE	.98		
04[redacted]	TR ROOM	3333, 1	455.00	night 1	
04[redacted]	STATE TX	3333, 1	27.30		
04[redacted]	CCSID TX	3333, 1	40.95		
04[redacted]	CNTY TAX	3333, 1	7.96		
04[redacted]	SCR FEE	3333, 1	6.59		
04[redacted]	SELFPARK	#3140829	.00		
04[redacted]	RSRT FEE	RSRT FEE	56.00		
04[redacted]	STATE TX	RSRT FEE	3.36		
04[redacted]	CCSID TX	RSRT FEE	5.04		
04[redacted]	CNTY TAX	RSRT FEE	.98		
04[redacted]	TR ROOM	3333, 1	504.00	night 2	
04[redacted]	STATE TX	3333, 1	30.24		
04[redacted]	CCSID TX	3333, 1	45.36		
04[redacted]	CNTY TAX	3333, 1	8.82		
04[redacted]	SCR FEE	3333, 1	7.30		
04[redacted]	SELFPARK	SELFPARK	29.00		
04[redacted]	PARK TAX	SELFPARK	2.39		
04[redacted]	SELFPARK	#3140829	.00		
04[redacted]	RSRT FEE	RSRT FEE	56.00		
04[redacted]	STATE TX	RSRT FEE	3.36		
04[redacted]	CCSID TX	RSRT FEE	5.04		
04[redacted]	CNTY TAX	RSRT FEE	.98		
04[redacted]	TR ROOM	3333, 1	582.00	NIGHT 3	
04[redacted]	STATE TX	3333, 1	34.92		
04[redacted]	CCSID TX	3333, 1	52.38		
04[redacted]	CNTY TAX	3333, 1	10.19		
04[redacted]	SCR FEE	3333, 1	8.43		
04[redacted]	SELFPARK	SELFPARK	29.00		
04[redacted]	PARK TAX	SELFPARK	2.39		
04[redacted]	VS CARD			$2080.36	

TO BE SETTLED TO: VISA CURRENT BALANCE .00

Reason for HOTEL Limits

1

[redacted]

Experience comfort with the [redacted]

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder.

Show entries 10

Filter results...

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Antonio	Bexar	$137	$137	$137	$137	$161	$161	$137	$137	$137	$137	$137	$137
South Padre Island	Cameron	$118	$118	$118	$118	$118	$140	$140	$140	$140	$140	$118	$118

Showing 11 to 12 of 12 entries

Previous 1 2 Next

2

	GSA RATE	HOTEL EXP	
night 1	137	- 455	= 318
night 2	137	- 504	= 367
night 3	137	- 582	= 445

$1,130.00 of EXCESS HOTEL COSTS THAT need TO BE ADDED TO THE employees SALARY AND W-2

Fixed and variable rate (FAVR). This is an allowance your employer may use to reimburse your car expenses. Under this method, your employer pays an allowance that includes a combination of payments covering fixed and variable costs, such as a cents-per-mile rate to cover your variable operating costs (such as gas, oil, etc.) plus a flat amount to cover your fixed costs (such as depreciation (or lease payments), insurance, etc.). If your employer chooses to use this method, your employer will request the necessary records from you.

Reporting your expenses with a per diem or car allowance. If your reimbursement is in the form of an allowance received under an accountable plan, the following facts affect your reporting.

- The federal rate.
- Whether the allowance or your actual expenses were more than the federal rate.

The following discussions explain where to report your expenses depending upon how the amount of your allowance compares to the federal rate.

Allowance less than or equal to the federal rate. If your allowance is less than or equal to the federal rate, the allowance won't be included in box 1 of your Form W-2. You don't need to report the related expenses or the allowance on your return if your expenses are equal to or less than the allowance.

However, if your actual expenses are more than your allowance, you can complete Form 2106. If you are using actual expenses, you must be able to prove to the IRS the total amount of your expenses and reimbursements for the entire year. If you are using the standard meal allowance or the standard mileage rate, you don't have to prove that amount.

Caution: Form 2106 is only used by Armed Forces reservists, qualified performing artists, fee-basis state or local government officials, and employees with impairment-related work expenses. Due to the suspension of miscellaneous itemized deductions subject to the 2% floor under section 67(a), employees who don't fit into one of the listed categories may not use Form 2106.

Example 1. In April, a member of a reserve component of the Armed Forces takes a 2-day business trip to Denver. The federal rate for Denver is $307 ($215 lodging + $92 M&IE) per day. As required by their employer's accountable plan, they account for the time (dates), place, and business purpose of the trip. Their employer reimburses them $307 a day ($614 total) for living expenses. Their living expenses in Denver aren't more than $307 a day.

Their employer doesn't include any of the reimbursement on their Form W-2 and they don't deduct the expenses on their return.

Example 2. In June, a fee-basis local government official takes a 2-day business trip to Boston. Their employer uses the high-low method to reimburse employees. Because Boston is a high-cost area, they are given an advance of $319 (which includes $86 for M&IE) a day ($638 total) for their lodging and M&IE. Their actual expenses totaled $700.

Since their $700 of expenses are more than their $638 advance, they include the excess expenses when they itemize their deductions. They complete Form 2106 (showing all of their expenses and reimbursements). They must also allocate their reimbursement between their meals and other expenses as discussed later under *Completing Form 2106*.

Example 3. A fee-basis state government official drives 10,000 miles during 2025 for business. Under their employer's accountable plan, they account for the time (dates), place, and business purpose of each trip. Their employer pays them a mileage allowance of 40 cents ($0.40) a mile.

Because their $7,000 expense figured under the standard mileage rate (10,000 miles x 70 cents ($0.70) per mile) is more than their $4,000 reimbursement (10,000 miles × 40 cents ($0.40)), they itemize their deductions to claim the excess expense. They complete Form 2106 (showing all their expenses and reimbursements) and enter $3,000 ($7,000 – $4,000) as an itemized deduction.

Allowance more than the federal rate. If your allowance is more than the federal rate, your employer must include the allowance amount up to the federal rate under code L in box 12 of your Form W-2. This amount isn't taxable. However, the excess allowance will be included in box 1 of your Form W-2. You must report this part of your allowance as if it were wage income. (3)

If your actual expenses are less than or equal to the federal rate, you don't complete Form 2106 or claim any of your expenses on your return.

However, if your actual expenses are more than the federal rate, you can complete Form 2106 and deduct those excess expenses. You must report on Form 2106 your reimbursements up to the federal rate (as shown under code L in box 12 of your Form W-2) and all your expenses. You should be able to prove these amounts to the IRS.

Caution: Form 2106 is only used by Armed Forces reservists, qualified performing artists, fee-basis state or local government officials, and employees with impairment-related work expenses. Due to the suspension of miscellaneous itemized deductions subject to the 2% floor under section 67(a), employees who don't fit into one of the listed categories may not use Form 2106.

Example 1. Sasha, a performing artist, lives and works in Austin. In July, the employer sent Sasha to Albuquerque for 4 days on business. The employer paid the hotel directly for Sasha's lodging and reimbursed $90 a day ($360 total) for M&IE. Sasha's actual meal expenses weren't more than the federal rate for Albuquerque, which is $80 per day.

The employer included the $40 that was more than the federal rate (($90 – $80) × 4) in box 1 of Sasha's Form W-2. The employer shows $320 ($80 a day × 4) under code L in box 12 of Form W-2. This amount isn't included

Current Policy

11.00 – TRAVEL EXPENSES

11.01 ELIGIBILITY

Any employee of Burnet County required to travel in the performance of county business shall be reimbursed as provided for in these policies. Such travel shall be at the discretion of the department head. Use of county vehicles is encouraged whenever possible. Once an employee has given notice of resignation, they do not qualify for reimbursements to attend schools, conferences or any other non-required travel.

11.02 TRANSPORTATION COST

An employee using a private motor vehicle for transportation shall be reimbursed at the rate per mile allowable by IRS guidelines for actual mileage traveled using the shortest route to and from his/her destination.

When two or more employees travel in the same vehicle, only one may claim mileage reimbursement. This provision, however, shall not preclude any employee from receiving reimbursement for other eligible expenses incurred.

When an employee or elected official uses another mode of transportation, such as a bus, air or train, reimbursement shall be for the actual cost of the transportation. A ticket receipt must accompany the expense report. Employees and elected officials shall not be reimbursed for use of a rental car except where the cost of other transportation would exceed the cost of a rental car or is not available.

4)

11.03 LODGING COST

Burnet County will pay for accommodations up to the single room rate unless two or more County employees enrolled in the conference are sharing a room.

Burnet County will pay for the prior night of lodging accordingly:

Miles	Training Start Time
60 – 120	at or before 10:30 a.m.
121 – 240	at or before Noon (12:00 p.m.)
241 – 360	at or before 3:00 p.m.
361 – 480	at or before 6:00 p.m.

If an employee travels more than 480 miles, Burnet County will pay for the prior night regardless of the training start time.

11.04 MEALS

Employees or elected officials traveling outside the county may receive a per diem not to exceed $63.00 per day for meals, providing they are traveling overnight on official business.

Any amount in excess of the IRS per diem rate will be considered a taxable fringe benefit. Breakfast will be paid for if you travel before 6:30 a.m. Lunch will be paid for if you travel before 10:30 a.m. Dinner will be paid for if you travel after 7:00 p.m. Amounts for each meal would be as follows: Breakfast - $16.00, Lunch - $19.00, and Evening - $28.00.

The employee has the option of presenting receipts not to exceed $63.00.