

**SAN ANGELO INDEPENDENT SCHOOL DISTRICT
TRAVEL REQUEST/EXPENSE STATEMENT (print on yellow paper)**

Name _____ Vendor # _____ Date _____

Campus _____ Sport/Activity _____

Purpose of trip: _____ Destination _____

Date of trip _____ Departure Time _____ Return Date _____ Return Time _____

No. In Party Faculty/Staff _____ Student(s) _____ Sponsor(s) _____

SIGNATURE OF PERSON REQUESTING TRIP _____

SIGNATURE OF DIRECTOR, PRINCIPAL, OR SUPERVISOR _____

| <u>ESTIMATED</u> | <u>TYPE OF EXPENSE</u> | <u>COMPLETED TRIP</u> |
|-------------------------------------|---|-----------------------|
| \$ _____ | Lodging (attach receipts/not to exceed \$85 + City tax) \$ _____ per room | \$ _____ |
| \$ _____ | Meals: <u>Students</u> : up to \$6.00/breakfast; \$9.00/lunch; \$10.00/dinner (\$25/day) <u>Faculty/Sponsor</u> : up to \$9.00/breakfast; \$12.00/lunch; \$15.00/dinner (\$36/day) | \$ _____ |
| \$ _____ | Mileage personal car _____ @ 55.5 cents per mile | \$ _____ |
| \$ _____ | Registration Fee/Entry Fee Separate check needed __Yes__ No If yes, then there should be a purchase order for fee | \$ _____ |
| \$ _____ | Miscellaneous (Itemize) _____ | \$ _____ |
| \$ _____ Advance check requested | TOTAL EXPENSES Advanced Request: All receipts for expenses incurred should be attached to the completed trip report. Advances are only given for student trips. (Meals can be documented with either a receipt of actual expenses or a student list with amount given to each student with their signature may act as a receipt.) | \$ _____ |
| | CASH RETURNED | \$ _____ |
| | CASH DUE EMPLOYEE | \$ _____ |

Office Use ONLY
 Budget Codes _____ \$ _____
 _____ \$ _____
 Substitute(s) will be paid from Budget Code _____
 (A copy of this form will be forwarded to Personnel if a substitute is requested)

