

# Mathis ISD Travel Request



Date of Request \_\_\_\_\_

Event/Activity Title		Travel Tracking #	Date	Day	Depart & Return times	
<i>Attach Flyer of Event/Training</i>						Depart
Employee Requesting						Return
Employee I.D. #						Depart
Campus/Department						Return

Event Type (training, field trip, etc.?)	# Employees	Names of Other Employees
Location:		

Meals					Student Meals		Employees including bus drivers		
Notes:	Meal Type	# of nights	Per Diem		Number	Amt.	Number	Amt.	Total Requested
			Day Travel	Overnight Travel					
	Breakfast		\$7.00	\$12.00					
	Lunch		\$12.00	\$20.00					
	Dinner		\$17.00	\$23.00					
<i>Attach a list of students attending</i>								Total Meal Costs	

Lodging							<i>Attach a copy of hotel confirmation</i>		
	# Rooms	x	# Days	=	Nightly Rate	Tax Rate % or 10%	=	Hotel Costs	Employee Phone #
Hotel Name		Hotel Address				Phone #		Confirmation #	

Expenses - Other					
	Units	Fee	Fee Total	Description	Explanation (include loading zone)
Example	1	\$1.00	\$1.00	District Vehicle	Sp. Ed. Bus to pickup at Field house

Budget Accounts	Amount	Acct. Type	Other Details
Employee Signature / Date		Principal/Admin Signature / Date	

**Acknowledgements:** ALL RECEIPTS must be submitted (meals, hotels, cabs, etc.) if traveling on federal funds

Employees signature above is acknowledgement that district funds were expended on school business