

# 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		\$13.00	\$13.00					
	Lunch		\$15.00	\$20.00					
	Dinner		\$26.00	\$26.00					
<i>Attach a list of students attending</i>			\$54.00	\$59.00			Total Meal Costs		

Lodging							<i>Attach a copy of hotel confirmation</i>		
	# Rooms	x	# Days	=	Nightly Rate (\$98)	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
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**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