

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 GSA rate + non-exempt taxes per room)	\$ _____
\$ _____	Meals: <u>Students:</u> up to \$8.00/breakfast; \$10.00/lunch; \$12.00/dinner (\$30/day) <u>Faculty/Sponsor:</u> up to \$9.00/breakfast; \$12.00 lunch; \$15.00/dinner (\$36/day)	\$ _____
\$ _____	Mileage personal car _____ miles @ 54 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) _____	\$ _____
\$ _____	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 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 _____ \$ _____
_____ \$ _____

