

**SAN ANGELO INDEPENDENT SCHOOL DISTRICT
ATHLETIC STUDENT 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 Staff/Bus Driver _____ Student(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 Staff & Students: Junior High – up to \$6/Breakfast, \$7/lunch, \$8/Dinner (\$21 /day) High School - up to \$7/Breakfast, \$8/lunch, \$9/Dinner (\$24/day) Playoffs – up to \$8/Breakfast, \$10/lunch, \$12/Dinner (\$30/day)	\$ _____
\$ _____	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)