

# TRAVEL REQUEST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE LEAVING/RETURNING: \_\_\_\_\_ / \_\_\_\_\_

REASON: \_\_\_\_\_

TIME LEAVING/RETURNING: \_\_\_\_\_ / \_\_\_\_\_

## EXPENSES:

### MEALS:

- ADULTS ONLY:

\_\_\_\_\_ Breakfast(s) not to exceed \$10.00 \$ \_\_\_\_\_  
\_\_\_\_\_ Lunch(es) not to exceed \$12.00 \$ \_\_\_\_\_  
\_\_\_\_\_ Dinner(s) not to exceed \$14.00 \$ \_\_\_\_\_

- STUDENTS ONLY:

\_\_\_\_\_ Breakfast(s) not to exceed \$ 7.00 \$ \_\_\_\_\_  
\_\_\_\_\_ Lunch(es) not to exceed \$ 8.00 \$ \_\_\_\_\_  
\_\_\_\_\_ Dinner(s) not to exceed \$ 9.00 \$ \_\_\_\_\_

SUBTOTAL MEALS \$ \_\_\_\_\_

### TRANSPORTATION:

\_\_\_\_\_ Miles @ \$.50/Mile - PROVIDE MAPQUEST SUPPORT \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
Other (explain) \_\_\_\_\_ \$ \_\_\_\_\_

SUBTOTAL TRANSPORTATION \$ \_\_\_\_\_

### OTHER EXPENSES:

Registration Charges \$ \_\_\_\_\_  
Field Trip Fees \$ \_\_\_\_\_  
Membership Dues \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_

SUBTOTAL OTHER EXPENSES \$ \_\_\_\_\_

LODGING: Make Check Payable to: \_\_\_\_\_

\_\_\_\_\_ room(s) @ \$ \_\_\_\_\_ per night X \_\_\_\_\_ night(s) \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

BUDGET ACCOUNT NUMBER(S): \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

NOTE: IF APPLICABLE, ALL MEAL RECEIPTS, LODGING RECEIPTS AND/OR EXCESS MONEY MUST BE RETURNED TO THE BUSINESS OFFICE IMMEDIATELY FOLLOWING YOUR RETURN.

TOTAL AMOUNT ADVANCED BY DISTRICT \$ \_\_\_\_\_

TOTAL ACTUAL EXPENSES \$ \_\_\_\_\_

BALANCE DUE FACULTY MEMBER OR DISTRICT \$ \_\_\_\_\_

\_\_\_\_\_  
FACULTY/STAFF SIGNATURE

\_\_\_\_\_  
PRINCIPAL/SUPERVISOR SIGNATURE

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
ASSISTANT SUPERINTENDENT OF FINANCE SIGNATURE

AFTER REQUISITION ENTRY, FORWARD ORIGINAL TRAVEL REQUEST FORM WITH SIGNATURES TO THE BUSINESS OFFICE.