

SAN ANGELO INDEPENDENT SCHOOL DISTRICT
NON-ATHLETIC TRAVEL REQUEST/EXPENSE STATEMENT (print on yellow paper)

Name _____ Vendor # _____ Date _____

Campus _____ 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: Students: up to \$8.00/breakfast; \$10.00/lunch; \$12.00/dinner (\$30/day) Faculty/Sponsor: up to \$9.00/breakfast; \$12.00 lunch; \$15.00/dinner (\$36/day) | \$ _____ |
| \$ _____ | Mileage personal car _____ miles @ 62.5 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 _____ \$ _____
 _____ \$ _____

| | |
|---|--|
| <p align="center">MEAL ADVANCE DOCUMENTATION</p> <p>DESTINATION: _____</p> <p>DATES: _____</p> | |
|---|--|

| Student's Signature | Date | Amount |
|---------------------|------|--------|
|---------------------|------|--------|

[illegible]

Staff/Sponsor Signature: