

# SHARYLAND INDEPENDENT SCHOOL DISTRICT TRAVEL REQUEST FORM


 EMPLOYEE

 EMPLOYEE & STUDENT

Name of Traveler: \_\_\_\_\_ Campus/Dept. \_\_\_\_\_

*If request is for student group travel  
a list of student names and a breakdown of expenses must be provided.*

Departure from SISD: Date/Time: \_\_\_\_\_ @ \_\_\_\_\_      Return to SISD: Date/Time: \_\_\_\_\_ @ \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Destination: \_\_\_\_\_

*Fill this out only if traveling with others*

Accompanied by: \_\_\_\_\_

Rooming With: \_\_\_\_\_

**Estimated Costs:**

Req. No.:	Registration Fee:	Req. No.:	Fare (air, bus, rail):	
Req. No.:	Rental Vehicle Charges:	Req. No.:	Private vehicle _____ No. Miles driven _____ x IRS Mileage Rate:	
Req. No.:	Lodging	Other expenses (list details & attach expenses):		
<b>EMPLOYEES</b>		<b>STUDENT</b>		
Staff Meals Allowance Breakfast: \$7, Lunch: \$13, Dinner \$20 <b>If Traveling with Students, Student meal rate applies.</b>		Student Meals Allowance \$7.00 per meal district level \$8.00 per meal regional/state level		
		No. of Meals	No. of Students	
Breakfast	\$    X	=	Breakfast	X
Lunch	\$    X	=	Lunch	X
Dinner	\$    X	=	Dinner	X
Req. No:		Req. No.		
Total		Total		
Breakfast will be reimbursed if leaving prior to 6:00 a.m. Lunch will be reimbursed if leaving before 11:00 a.m. Dinner will be reimbursed if leaving before 4:00 p.m. <b>You must use a District vehicle. If none is available, you will need to rent a car. A personal-automobile is the last option and must be approved.</b> <b>Employee Only:</b> I certify that the above expenses are true and correct and any advance greater than the expense incurred will be returned to the District. <div style="text-align: right;">Estimated total expenses:</div>				

 \_\_\_\_\_  
Employee Signature

 \_\_\_\_\_  
Date

 \_\_\_\_\_  
Principal/Supervisor

 \_\_\_\_\_  
Date

 \_\_\_\_\_  
Central Office Administrator (if applicable)

 \_\_\_\_\_  
Date

If paid with Federal Funds, must have approval of Federal Programs Director: \_\_\_\_\_

**\*All back up must be attached or request will be returned. For hotel reservations attach GSA lodging rates table.**