

Spring Branch Independent School District

Out of Town Travel Request

Date \_\_\_\_\_

Name \_\_\_\_\_ Position and Location \_\_\_\_\_

Name of Meeting \_\_\_\_\_ Meeting Location \_\_\_\_\_

Purpose \_\_\_\_\_

Dates and Time of Requested Travel From: \_\_\_\_\_ To: \_\_\_\_\_

Time: \_\_\_\_\_  AM  PM Time: \_\_\_\_\_  AM  PM

Conference Agenda / Itinerary /Information ATTACHED

Anticipated Expenses

REGISTRATION (no membership fees) \_\_\_\_\_  Paid directly to vendor SBISD  Paid by employee  
LODGING \_\_\_\_\_ Nights:  
TRANSPORTATION \_\_\_\_\_  AIR Fare  Paid directly to vendor SBISD  Paid by employee

reference district "Out of District mileage Chart" for mileage only if PERSONAL car used  
\_\_\_\_\_  Rental Car  Paid directly to vendor SBISD  
\_\_\_\_\_  Personal Car Mileage

MEALS \_\_\_\_\_ (\$35 per diem unless meals are provided by conference)  
MISCELLANEOUS \_\_\_\_\_ Specify: \_\_\_\_\_

TRIP TOTAL \_\_\_\_\_  
TOTAL AMOUNT to be PAID to VENDORS by SBISD \_\_\_\_\_ Should only be registration , rental car, and airfare

TOTAL AMOUNT TO BE REIMBURSED TO EMPLOYEE \_\_\_\_\_ This amount is to be entered in MUNIS for Employee Travel Request

Budget \$ \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Budget Amount \_\_\_\_\_

PERSON PREPARING FORM Requisition # \_\_\_\_\_

2015-05 version TRAVEL PO # \_\_\_\_\_