

**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 @ 56 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) _____	\$ _____
\$ _____	<b>TOTAL EXPENSES</b>  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.)	\$ _____
	<b>CASH RETURNED</b>	\$ _____
	<b>CASH DUE EMPLOYEE</b>	\$ _____

**Office Use ONLY**

Budget Codes \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

