



TRAVEL REQUEST APPROVAL AND PAYMENT

Complete requisitions for registration and lodging and attach to this completed form to be approved before traveling outside the district or overnight on school-related business. Submit this entire approved form to the Business Office for processing.

Employee Name	Campus	Today's Date
Name of Event	Location(Hotel, Center, etc.)	City, State
Departure Date	Departure Time	Return Date
		Return Time

Pre-Travel (Pre-Paid)		Post-Travel (Reimbursement)																										
Description	Amount	Description	Amount																									
<p>Registration Attach completed Purchase order, registration form, and other supporting documentation.</p> <p>Vendor Name _____</p> <p>PO Number _____</p>	\$	<p>Registration Use this section only if employee is paying for registration out-of-pocket and will need to be reimbursed. Prior approval is required to attend. Original receipt is required in order to be reimbursed.</p>	\$																									
<p>Transportation</p> <p><input type="checkbox"/> School Vehicle</p> <p><input type="checkbox"/> Air*</p> <p><input type="checkbox"/> Rental Car*</p> <p>*Require Prior approval</p>	\$	<p>Transportation</p> <p><input type="checkbox"/> Personal Vehicle</p> <p>Original Comptroller's mileage calculation*, toll and parking receipts are required for reimbursement. Total items at right.</p>	\$																									
<p>Lodging Use per diem rates for Texas per night, per person plus occupancy tax. Contact hotel for additional charges. Attach completed purchase order.</p> <p>Hotel Name _____</p> <p>PO Number _____ # of Nights _____</p>	\$	<p>Meals Calculate meals using GSA per diem rates.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 5%; text-align: center;">x</td> <td style="width: 15%;"></td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 15%;"></td> </tr> <tr> <td># of Travel days</td> <td></td> <td>GSA travel rate</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># of whole days</td> <td></td> <td>per diem rate</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total meals</td> <td></td> <td style="text-align: right;">\$</td> </tr> </table>		x		=		# of Travel days		GSA travel rate		\$						# of whole days		per diem rate		\$			Total meals		\$	\$
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# of whole days		per diem rate		\$																								
		Total meals		\$																								
PRE-TRAVEL TOTAL	\$	POST-TRAVEL TOTAL	\$																									

*Please refer to U.S General Services Administration for per diem rates.

Budget Code									Amount
Fund	Func	Obj	Sub Obj	Org	Yr	Pic		Proj Dtl	
		6411					0		
		6411					0		

Employee Signature	Date
Supervisor Signature	Date
Authorized Signature	Date