

PHARR-SAN JUAN-ALAMO I.S.D.
TRAVEL ADVANCE/REIMBURSEMENT FORM

Requests for out-of-town travel advances must be submitted to the Office of Instruction at least 14 days prior to the first travel day. Requests for post-trip reimbursements should include a copy of original travel advance with actual expenses listed and receipts substantiating expenses attached. Please attach conference literature as backup. One copy of this form must be attached to each requisition for travel.

Only mileage and meal per diem as per GSA-Domestic Per Diem Rates (www.gsa.gov) can be advanced. Meal requirements are as follows (exclude meals provided by organization that are included in registration fees):

Breakfast:	Leaving by 6:00 a.m. or returning after 10:00 a.m.	-	<u>\$ 8.00</u>
Lunch:	Leaving by 10:00 a.m. or returning after 2:00 p.m.	-	<u>\$ 12.00</u>
Dinner:	Leaving by 2:00 p.m. or returning after 8:00 p.m.	-	<u>\$ 16.00</u>

Name of Traveler & Employee ID Number (Required)	Title	Campus/Department
Conference Title	Conference Dates	Location
Budget Account Number	Hotel	

Additional persons attending the same conference

Departure Date	Departure Time	Return Date	Return Time
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SCHEDULE OF EXPENSES	REQUISITION #	TOTAL ESTIMATE FOR TRIP	ADVANCE	(REIMBURSEMENT)	
				ACTUAL	DIFFERENCE
Registration Fee (paid to organization)			\$		
Car Allowance					
# of miles ____ @ ____ per mile			\$		
Air Travel (paid to travel agency or reimbursed when receipt is presented after travel)					
Lodging # of nights ____ @ _____			\$	\$	\$
(Reimbursement as per GSA Per Diem Rates per room with receipt. Request Government, Education or Convention Rate.)					
Meals (as per GSA Per Diem Rates)					
Breakfast # ____ @ \$ 8.00			\$	\$	\$
Lunch # ____ @ \$ 12.00			\$	\$	\$
Dinner # ____ @ \$ 16.00			\$	\$	\$
Other: (Please list, receipt required)					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
TOTAL ALL EXPENSES			\$	\$	\$

AUTHORIZATION SIGNATURES:

Signature of Traveler	Date	Principal/Immediate Supervisor	Date
Department Head/Director	Date	Senior Staff	Date
Superintendent's Cabinet	Date	Superintendent	Date