GALVESTON INDEPENDENT SCHOOL DISTRICT

AUTHORIZATION FOR TRAVEL

OUT OF STATE

Type of Request (Select ONE):

☐ **Request for Travel- Pre Travel Approval** ☐ **Final Report- Request for Reimbursement Post Travel**

****APPROVED PURCHASE ORDERS ARE REQUIRED PRIOR TO ANY DISBURSEMENTS****

PART I (REQUIRED PRIOR TO ANY TRAVEL)

Name of Applicant: _____ Position: _____

Campus or Department: _____ Date Submitted: _____

Account Code: _____

Destination: _____ Reason/Purpose: _____

Departure Date: _____ Return Date: _____

_____

District Employee Signature ***Date***

_____ _____

Direct Supervisor Approval ***Date*** ***Superintendent (Out of State Travel Approval)*** ***Date***

PART II – EXPENSE REPORT

Please use the Google Maps link for calculating total mileage to be reimbursed. A Google Map print out must be submitted with this form.
Use this link for determining out-of-state meal per diem rates: GSA Per Diem Look Up
***Travel days** are reimbursed at a flat 75% of one full day's meal allowance: Breakfast + Lunch + Dinner X .75 = Travel Day allowance for the whole day

EXPENSE SUMMARY		**SUBMIT AFTER RETURN FROM TRAVELING**	
Meals:	**ESTIMATED EXPENSE**	**Actual Expenses of Employee**	**Actual Expenses of District**
_____ Travel Days* @ $_____=	$	$	$
Breakfast: _____ X $_____ =	$	$	$
Lunch: _____ X $_____ =	$	$	$
Dinner: _____ X $_____ =	$	$	$
MEALS TOTAL:	$	$	$
Mileage: _____ miles X $0.67 =	$	$	$
Hotel	$	$	$
Registration (PO# if applicable)	$	$	$
Parking	$	$	$
Other: _____	$	$	$
Other: _____	$	$	$
TOTAL	**$**	**$**	**$**

NOTES:

1. Except for grant funds, meal per diem will be reimbursed at the above rates upon return. Receipts are not required if the meal per diem is met or exceeded.
2. GRANT funds require original, ITEMIZED receipts that are due for reimbursement to the department processing the travel within 5 days of returning. Please allow 10 business days from date of accepted submission for receipt of reimbursements.
3. Commerce cards are only to be used in case of emergency and hotels. Commerce cards are NOT to be used for employee meals (unless approved by Mr. Martello)