

GALVESTON INDEPENDENT SCHOOL DISTRICT

AUTHORIZATION FOR TRAVEL

IN-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: _____ Time: _____ AM PM Session ID (if applicable): _____
 Return Date: _____ Time: _____ AM PM

District Employee Signature *Date*

Direct Supervisor Approval *Date* *Travel Exception (Asst. Supt, Chief HCM)* *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.

Meals (see Meal Chart below):	ESTIMATED EXPENSE	SUBMIT AFTER RETURNING FROM TRAVELING	
		Actual Expenses of Employee	Actual Expenses of District
Breakfast _____ X \$13 =	\$ _____	\$ _____	\$ _____
Lunch _____ X \$15 =	\$ _____	\$ _____	\$ _____
Dinner _____ X \$24 =	\$ _____	\$ _____	\$ _____
MEALS TOTAL:	\$ _____	\$ _____	\$ _____
Mileage: _____ miles X \$0.67 =	\$ _____	\$ _____	\$ _____
Hotel (Exclude State Tax)	\$ _____	\$ _____	\$ _____
Registration (PO# if applicable)	\$ _____	\$ _____	\$ _____
Parking	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

Meal Chart:

To be eligible for	Depart BEFORE	Return AFTER
Breakfast	6:00 am	6:00 am
Lunch	12:00 pm	12:00 pm
Dinner	6:00 pm	6:00 pm

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)