



TRAVEL RECONCILIATION

The Travel Reconciliation form must be completed only if monies are owed to the traveler or to the District **within 5 business days AFTER** travel. A completed and signed form must either be:

1. attached to the requisition with all supporting documentation if monies are owed to the traveler; or
2. sent to the District's Travel Specialist at travel@wylieisd.net if monies are owed to the District along with proof of payment.

Rev. 7/2023

Name: _____ Campus/Dept: _____

Event Name: _____ Event Date(s): _____

Travel Completed: Enter expenses that were not advance payment or paid directly by the District.

Event Registration: \$ _____

Hotel Cost: \$ _____

Personal Mileage: \$ _____

Car Rental: \$ _____

Airfare: \$ _____

Parking: \$ _____

Shuttle/Cab Fare: \$ _____

Per Diem (meals): \$ _____

Other Expenses:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Amount Owed: \$ _____

Travel Canceled: Enter paid refundable to the District.

Event Registration: \$ _____

Hotel Cost: \$ _____

Personal Mileage: \$ _____

Airfare: \$ _____

Per Diem (meals): \$ _____

Total Amount Owed: \$ _____ to District

Please NOTE: Any applicable unused advanced payments owed to the District will be returned in cash, check or money order to the District's Travel Specialist along with all supporting expense documentation **within 5 business days** of returning from travel.

Employee Signature

Date

Principal/Director Signature

Date