# INSTRUCTIONS FOR COMPLETING the    TRAVEL EXPENSE STATEMENT

**SUMMARIZED FROM BOARD POLICY**

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|---|---|
| **With or Without Students:** | Mark the applicable box.  This form is for both employee and student. |
| **Date Prepared:** | Enter the date the form is being completed not the date of the trip. |
| **Name of Preparer:** | Name of individual who prepared form not the attendees. |
| | |
| **Purpose of Trip:** | State the purpose for the trip. |
| **Date of Trip & Destination:** | Include the dates to and from the event.  Include the City. |
| **Date & Time Departing** | Include date and time expected to depart from CISD (allowable meals are based on this) |
| **Date & Time Returning** | Include date and time expected to return at CISD (allowable meals are based on this) |
| | |
| **List of Employees:** | Name employees who will be attending. |
| **List of Students:** | Name students or athletes who will be attending or competing or attach a list. |
| | |
| **MEALS:** | Meals will be paid  once requested after travel at the per diem rate based on date/time of arrival. |
| | If a meal is included in the hotel lodging or conference agenda do not include the meal |
| |   in the meal per diem. |

**TRAVEL MILEAGE:**        **COMPUTE COMPARISON for least cost, most economical travel mileage:**

| | | | | | |
|---|---|---|---|---|---|
| | _____ @ (District to Destination, roundtrip) | | 0.52 | | $0.00 |
| **OR** | | | | | |
| | Rental: | $38.87 per day | Miles | 0 | |
| | x days | 0 | divide 20mpg | 0 | |
| | Total | $0.00 | Xavg fuel/gal | 0 | $0.00 |
| | | | 3.50 | | |

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| **TRAVEL BY AIR:** | Be certain that trip or event is approved before obligating the District to pay airfare.  To do other-. |
| |   wise may obligate the employee to paying out-of-pocket for the airfare commitment. |
| | Obtain an online quote for airfare rates. |
| | |
| **LODGING (HOTEL)** | District is exempt from state tax. City and local rates estimate at 12%. |
| | VRBO, Air BNB, Vacasa, etc are not allowable per District procedures. |
| | Be mindful when using third party booking websites and pay special attention to |
| | payment terms, cancellation terms, and sales tax |
| | Credit card will be issued for payment of lodging |
| | |
| | Include Hotel Name, Address with City and phone numbers |
| | Include Hotel Confirmation Number |
| | RECEIPTS ARE ALWAYS REQUIRED FOR HOTEL LODGING. |
| | |
| **REGISTRATION** | Conference or workshop documentation must be attached.  Provide copy of registration form, |
| |   workshop or conference agendas. |
| | Employee must return proof of attendance upon return.  Proof of attendance may include |
| |   a certificate of completion, copy of a sign-in sheet, or copy of CPI credit certificate. |
| | |
| **OTHER** | OTHER EXPENSES MAY INCLUDE but are not limited to: Parking, taxi or cab fare, etc. |
| | Receipts must be returned to the business office for any 'OTHER' travel expense. |
| | |
| APPROVED BY: | Campus principal or department director must sign as approver. |
| SUPERINTENDENT APPROVAL | Travel expense statement will be submitted to the superintendent for approval by the Business Office. |
| DISTRICT APPROVAL: | Finance Director will sign as district approval. |
| **BUDGET CODES:** | Travel expense statement must include a budget account code. |
| | List budget account code/s. |
| | |
| | Budget account code should have available funds. |