



Midland Independent School District

Student Travel Advance Form

Please select one: Credit Card Check Advance

****This request must be submitted to the Business office TWO WEEKS in advance****

Please reference all PO #'s used for this trip:

*****Daily meal per diem is \$38 per person, Students and Sponsors have the same per diem. Bus Driver Meals will need to be included. All lines on this form MUST be completed in order to process.*****

Travel Dates	
From:	
To:	
For Office Use Only	
Trip #	
Check #	
Batch Date:	

Sponsor/Coach:	School:
Employee ID:	Destination:
Department:	Event:
Request Date:	Budget Code:

DATE	Student Rooms	Sponsor Rooms	Bus Driver Rooms	Breakfast (\$10 allowance)	Lunch (\$12 Allowance)	Dinner (\$16 allowance)	MISC.	TOTAL
				Sponsor Breakfast \$10	Sponsor Lunch \$12	Sponsor Dinner \$16		
# of Attendees AND Registration Costs								
# of Students _____ # of Sponsors _____ Cost of Registration per Individual \$ _____							Total Cost: _____	
							<u>CHECK ADVANCE TOTAL</u>	
							<u>GRAND Total</u>	

****ALL ORIGINAL ITEMIZED RECEIPTS MUST BE ATTACHED****

****Meal tips shall be allowed only with local funds, not to exceed 15% of the meal, and shall fall within the per diem allowance.**

Tips are not allowed with Federal funds.

****If you attend a conference the conference hotel rate will be the maximum amount paid for reimbursement.**

Attach a copy of the registration for verification of the conference hotel rate. If not attached, the current state rate will be given.

Sponsor/ Coach Signature & Contact _____ Date _____

Approved by: Director/ Principal _____ Date _____