

EMPLOYEE TRAVEL WORKSHEET

This worksheet is to be used as a tool to organize trip details and assist with the expense report submission(s) in Oracle iExpense.

TRAVELER DETAILS			
Name:		ID Number:	
Department/Campus:	Org #:	Supervisor/Principal:	
Oracle iExpense Template Name :	<input type="checkbox"/> Advance (Grants/Non-Grants)	<input type="checkbox"/> Reconciliation/Reimbursement (Employee Reimbursement)	
iExpense Report #: _____			
<p><i>Advance: Submit no less than 10 days and no more than 45 days before trip start date. Reconciliation (Airline/Hotel/Car Rental receipts with other travel expenses): Submit within 20 days after trip end date. Reimbursement Only: Submit as soon as possible after the purchase date, but before July 25, 2024.</i></p>			

TRIP DETAILS		
PURPOSE: Adhere to fund requirements, however, be sure to add conference/event name, conference location (city & state), and departure/arrival dates.		
Location:	Departure Date:	Arrival Date:
Budget Line Code:	(SRF) DIP/Justification:	

AIRFARE				
Travel Agency:	Airline:	Reservation Code:	Einvoice #:	Amount:

HOTEL		
Total Amount:	Total GSA Amount:	Total Overage:
<p><u>Note: Noncommercial lodging establishments such as AirBnB are not allowable per DEE Regulation.</u></p> <p>Hotel overage? A signed hotel overage approval memo is required. Form can be found on the AP webpage. www.dallasisd.org/accounts payable</p> <p>Hotel overage approval memo is not required if traveler is staying at the conference/event hotel. Hotel information must be stated on conference/event literature.</p> <p>In-state hotel? Be sure to give the Texas Hotel Occupancy Tax Exempt Form at check-in. Personal and guest service expenses are not reimbursable per DEE Regulation.</p>		

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TRANSPORTATION		
Transportation Type:	<input type="checkbox"/> Vehicle Rental <input type="checkbox"/> Ride Share	<input type="checkbox"/> Personal Vehicle
Vehicle Rental		
Company Name:	Company Address:	Total Parking Fees:
Pick-up Date/Time:	Drop-off Date/Time:	Total Rental Amount:
<i>Gas and GPS charges on rental agreement are not allowable per DEE Regulation.</i>		

Ride Share		
Company Name:	Date:	Total Amount:
1		
2		
3		
4		
5		
<i>Taxes & gratuity are not reimbursable per DEE Regulation.</i>		

Personal Vehicle		
Departure City/State:	Arrival City/State:	Round Trip: Y N
Total Parking Fees:	Total Mileage:	

MEALS						
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
B:	B:	B:	B:	B:	B:	B:
L:	L:	L:	L:	L:	L:	L:
D:	D:	D:	D:	D:	D:	D:
Daily Total:	Daily Total:	Daily Total:	Daily Total:	Daily Total:	Daily Total:	Daily Total:
<p><i>Per DEE Regulation, meals paid with grant funds must provide itemized receipts and no receipts are required for non-grants funds when per diem amounts are submitted.</i></p> <p><i>Meals provided by conference/event, taxes, and gratuity are not reimbursable and will be deducted from expense report.</i></p>						