Midland Independent School District

Student Travel Advance Form

Please select one: Credit Card or Cash Advance

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

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

Travel Times	
Depart Time:	
Return Time:	
For Office Use Only	
Trip #	
Check #	
Batch Date:	

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

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.

				Trip starts before 8:00 AM	Trip starts by 12:00 PM	Trip end after 6:00 PM		
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: _____**

CHECK ADVANCE TOTAL	
GRAND Total	

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.

**Must attach copy of hotel confirmation.

Attach a copy of the registration for verification of the conference hotel rate.

Sponsor/ Coach Signature & Contact **Date**

Approved by: Director/ Principal **Date**