

GPISD Travel Authorization Form									
Legal Name of Traveler					GPISD Email				
Traveler's Title / Position					Campus / Department				
Name of Event					Location City/State				
Depart Date:		Depart Time:		Return Date:		Return Time:			
Purpose: (Required)									
Account Code: (Required)									
Direct Pay Meal Per Diem Rate (Staff Travel Only)									
Non-Travel Day Meals	\$ 61.00	x Number of Days			Notes:				
Travel Day Meals	\$ 45.75	x Number of Days							
Mileage		x Rate per Mile	0.70		*Attach MapQuest to Mileage Requisition *Provide proof insurance to Risk Manager				
					Sub-Total Meal / Mileage Per Diem Rate				
Purchase Order to Vendor									
Air Fare	Midway Travel				Notes:				
Registration Vendor Name									
Rental Car		x Number of Days			*Contact Purchasing for Pricing / Reservation				
					Sub-Total Direct Bill				
District Issued Travel Credit Card									
Hotel Rate		x Nights		x # of Rooms	*Attach Hotel Confirmation				
Tax (Exclude State of TX Tax)		x Nights		x # of Rooms	Rooming With:				
Fuel (Estimate)					Rental/District Vehicles Only				
Parking		x Number of Days			Hotel, Airport, Convention, Downtown, Events, etc....				
Public Transportation					Notes:				
Staff Luggage	\$ 40.00	x1= One Way: 2=Round Trip							
					Sub-Total Travel Card				
Staff Traveling with Students (Attach Student List)									
Student Incidentals									
Staff Non-Travel Day Meals	\$ 61.00	x Number of Days			Notes:				
Staff Travel Day Meals	\$ 45.75	x Number of Days							
Student Meals Per Day	\$ 40.00	x Days		x # of Students					
One Meal Student	\$ 20.00	x Meals		x # of Students					
Student Luggage	\$ 40.00	x 1= One Way: 2= Round Trip			x # of Students				
Notes:					Sub Total Student Travel				
					Total Estimated Travel Cost				
* I certify that I have read and accept responsibility for compliance with the Grand Prairie ISD Travel Guidelines									
Traveler:						Date:			
Supervisor:						Date:			
Program Dir:						Date:			
Superintendent:						Date:			
*Superintendent Signature for Out-of-State Travel Only					Updated Jan 2025				