Clint Independent School District
Professional Travel Clearance Form

Campus / Trip Information		
Name:		Trip Date:
Destination:	Campus:	
Check Number:	Check Date:	

	Amount of Advance	Receipted Expenses	If the number below is (+) positive you owe that amount, if (-) negative you are owed that amount.	Account Number
Lodging			$ 0.00	
Taxi / Shuttle / Parking			$ 0.00	
Meals			$ 0.00	
Other (Please Explain)			$ 0.00	
Total	$ 0.00	$ 0.00	$ 0.00	

In order to clear and close out your trip, please complete the applicable sections above, attach any related receipts, sign, date and submit the form.

Failure to complete and submit an expenses clearance form, within 10 working days after the completion of the trip, will result in repayment to the District by a deduction from the employee's paycheck. This deduction may be the entire amount advanced.

The State of Texas, County of El Paso: I certify that the expenses submitted are true and correct, were incurred in connection with official travel performed on the dates indicated, and are allowable under applicable district, state, and federal travel and grant requirements. Travel advances were either fully expended or any unused funds have been returned to the district. Receipts that are itemized with purchase details are attached for all student travel and for professional travel when funded in whole or in part by grant funds. I further certify that I have not been previously reimbursed for these meals, fees, or expenses.

Signature of Claimant: _____ Date: _____

Forward or present original form to the Business Services Department and retain a copy of form and receipts for your own records. If there are any changes or modifications that need to be made you will be notified.

Below this line to be completed by Business Services Department

Cleared By _____ Cleared Date _____

Cash Received _____ Check Number Issued _____

Tape or attach all detailed, itemized receipts to this page. Additional handwritten information next to each receipt is encouraged to support documentation and review.