



Manor ISD Employee Travel Approval Form

This form is to be used to request approval for travel on official school business. Employees must receive prior approval at **least 10 business days PRIOR** to incurring any travel costs. An estimate of the total costs for the trip should be made.

****All Out-of-State Travel requires the Superintendent's approval signature.**

A Traveler Information

Name			
Employee #		Phone #	
Campus/ Dept Name			

B Trip Information

Conference Name	
Hotel Name	
Street	
City State ZIP	
Phone Number	

Travel Dates / Time

Leave Date		Time	
Return Date		Time	

Budget Account #s and Amounts

Acct Type(s): ☐ General Fund ☐ Grant ☐ Activity Fund

Meal Reimbursement Guide- Local Funds Only:

\$21 Breakfast
\$25 Lunch
\$34 Dinner

Acct #		Amount	\$
Acct #		Amount	\$

If the travel will be paid for by Grant Funds the appropriate account code must be entered and the SRER form should be completed before travel form can be sent forward for final approval.

Estimated Costs

Meal Reimbursement	\$	Lodging	\$
School Bus / Charter Bus	\$	Airfare	\$
Car Rental / District Suburban	\$	Registration	\$
**Personal Vehicle Mileage	\$ 0	Parking	\$
Total All Estimated Travel Costs		\$	0

Travel/ Justification

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Mileage Calculator:

Rate Per Mile: .725

Total Miles

From Campus/Department **To and From** Destination:
(Attach the Google Map)

= 0

I certify that I understand and will comply with all applicable Manor ISD travel requirements. Please include supporting documents: Conference Information, Lodging Reservation, Mileage Support (GoogleMaps). If student travel, include student rooster and permission slips.

Traveler Signature

Title

Date

C Authorization Signatures

Supervisor/Administrator	Print & Signature	Date
Principal/Department Director		
Chief Officer		
Superintendent		

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