Request for Travel Advance

It is the practice of Kilgore Independent School District not to issue travel advances. Kilgore Independent School District employees will be reimbursed as soon as possible upon return from travel and the proper filing of a travel expense report, unless the employee is traveling with students.

The District understands that under certain extenuating circumstances, an employee may require an advance in order to travel for District purposes. Before an advance is issued, the employee must explain the hardship below and receive approval from his/her supervisor and the District Superintendent. Even in emergency situations, travel advances will be limited to the estimated meal per diem and mileage allowance.

Employee Name: _____

Campus/Department: _____

Explanation of Emergency or Hardship:

_____

_____

_____

_____

_____

Advance Amount Requested : **$** _____

Date of Departure: _____

_____ _____

Employee Signature Date

_____ _____

Supervisor Approval Date

_____ _____

Superintendent Approval Date

This form must be accompanied by a copy of the approved Request to Attend Educational Meeting from Eduphoria.