

**MILLSAP INDEPENDENT SCHOOL DISTRICT  
TRAVEL EXPENSE ESTIMATE FORM**

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
|                                                     |                       |
| Staff member's name                                 | Staff member's campus |
|                                                     |                       |
| Start date of travel                                | End date of travel    |
|                                                     |                       |
| Meeting or event destination (Ex: Austin, TX)       |                       |
|                                                     |                       |
| Other staff members that will be traveling with you |                       |
|                                                     |                       |
| Purpose of trip and duties performed                |                       |

**Staff Travel Expenses**

| Number of Staff Traveling                    |                |             |                           |                        |  |
|----------------------------------------------|----------------|-------------|---------------------------|------------------------|--|
|                                              |                | <b>Rate</b> | <b>Estimated Expenses</b> | <b>Office Use Only</b> |  |
| Mileage (if school vehicle is not available) |                | 0.670       |                           |                        |  |
| Fuel                                         |                |             |                           |                        |  |
| Daily Meal Allotment                         |                |             |                           |                        |  |
|                                              | Days * Staff   |             |                           |                        |  |
| Lodging                                      |                |             |                           |                        |  |
|                                              | Nights * Rooms |             |                           |                        |  |
| Parking, Shuttle, Taxi                       |                |             |                           |                        |  |
| Other expenses (list)                        |                |             |                           |                        |  |
| <b>Total Staff Travel Expenses</b>           |                |             |                           |                        |  |

**Student Travel Expenses**

|                                      |                 | <b>Rate</b> | <b>Estimated Expenses</b> |  |  |
|--------------------------------------|-----------------|-------------|---------------------------|--|--|
| Number of Students Traveling         |                 |             |                           |  |  |
| Fuel                                 |                 |             |                           |  |  |
| Daily Allotment                      |                 |             |                           |  |  |
|                                      | Days * Students |             |                           |  |  |
| Lodging                              |                 |             |                           |  |  |
|                                      | Nights * Rooms  |             |                           |  |  |
| Parking, Shuttle, Taxi               |                 |             |                           |  |  |
| Other expenses (list)                |                 |             |                           |  |  |
| <b>Total Student Travel Expenses</b> |                 |             |                           |  |  |

**Total Staff & Student Travel Expenses**

|                                            |  |      |  |  |
|--------------------------------------------|--|------|--|--|
|                                            |  |      |  |  |
| Staff Travel Expense Account Code (6411)   |  |      |  |  |
|                                            |  |      |  |  |
| Student Travel Expense Account Code (6412) |  |      |  |  |
| Total of Account Codes                     |  | \$ - |  |  |
| <b>Overpaid/Underpaid</b>                  |  |      |  |  |

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Athletic Director (if applicable)

\_\_\_\_\_  
Business Office Approval

The person who prepares this travel estimate is typically the staff person who will be traveling. The final expense report must be filed within **two** workdays after returning from the travel event. **Receipts must be attached to final submission.** Failure to justify all expenses with receipts may cause the business office to deduct advance amounts from payroll earnings. I have reviewed this form for accuracy and agree to the assigned responsibilities.

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

**Fill in all the yellow spaces**      Then print

Link to browse for state rate hotels

[http://portal.cpa.state.tx.us/hotel/hotel\\_directory/index.cfm](http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm)