LA VEGA INDEPENDENT SCHOOL DISTRICT

STUDENT TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT

LEAD SPONSOR & TRIP INFORMATION

Lead Sponsor / Staff Member | Campus/Dept.

Conference / Event

Departure Date & Time | Return Date & Time

Travel Type: Select | Funding Source: Select | Budget Code

# of Students | # of Staff | Total # of Travelers | Roster Attached ☐ Yes

REQUIRED DOCUMENTATION - CHECKLIST

- ☐ Student & Sponsor Roster
- ☐ Registration Confirmation
- ☐ Agenda / Schedule
- ☐ Hotel Quote / Confirmation
- ☐ Mileage Map
- ☐ Transportation Quote / Receipt
- ☐ Parking / Tolls / Rideshare
- ☐ Meal Receipts

ESTIMATED AUTHORIZATION (PRIOR TO TRAVEL) & ACTUAL REIMBURSEMENT

EXPENSE	PO #		ESTIMATED	ACTUAL
Registration			$	$
Transportation		☐ District Vehicle ☐ Durham	$	$
Airfare			$	$
Parking / Tolls / Rideshare			$	$
Misc/ Other			$	$

LODGING CALCULATION

Rooms | x # Nights | x Nightly Rate $ | = Estimated $

Notes:

PO # | Actual Cost $

MEAL / PER DIEM CALCULATION

Full Day Per Diem ($45.00) | x # Full Days | + Departure Travel Day | + Return Travel Day | = Estimated Meals Per Diem Total

Actual Meal Cost $

Per Diem Difference - Owed to District $

(Note: Remaining funds must be returned to District)

CERTIFICATION, APPROVALS & BUSINESS OFFICE USE

I certify this student travel is for official District business and complies with District procedures.

Total Travel Expenses $

Lead Sponsor Signature / Date | Supervisor Approval / Date | Business Office Approval / Date

TRAVEL REMINDERS

- Attach all required supporting documentation.
- Local-funded per diem is $45 per full day. Travel days: $10 Breakfast, $15 Lunch, $20 Dinner.
- Federal-funded travel must comply with applicable federal, state, District, and GSA requirements.