

London ISD
TRAVEL REQUISITION
(due in Business Office 2 wks prior to travel)

NAME: _____ Campus: _____

Purpose of Trip: _____

Location (City and Site): _____

Date(s) of Trip: _____ Departure Time/Date: _____ Return Time/Date: _____

Traveling with Students: YES NO If yes how many students? _____

ESTIMATE OF EXPENSES

** Office Use

TRANSPORTATION: (personal vehicle mileage only paid if school vehicle is NOT available)

School vehicle(s) _____ Fuel Cost \$ _____

(Must have receipts) *(Transportation Request form must be turned in advance)*

Personal vehicle: Miles driven _____ @ .50 cents a mile = \$ _____

Or Fuel Reimb if choosing to take personal vehicle over school vehicle \$ _____

Passenger names: _____

Airfare/taxi/shuttle: (Must have receipts) \$ _____

Car rental: (Enterprise has gov't rate) Must have receipt upon return \$ _____

LODGING: (be sure to take Hotel Occupancy Tax Exempt Form)

HOTEL NAME: _____

How many Rooms _____ # of Nights _____ (Must have receipt upon return) \$ _____

MEALS:

of Meals: (Must have itemized receipts upon return) Student _____ @ \$7 (max)
 (Must stay within the maximum allowed per meal) _____ @ \$10 (*Post-District max*)

Employee

Breakfast _____ @ \$8 (max)

Lunch _____ @ \$10 (max)

Dinner _____ @ \$14 (max) \$ _____

MISCELLANEOUS:

Registration fees (Must have Purchase Requisition attached w/Registration form) \$ _____

Parking Fees: (Must have receipt upon return) (Valet Parking only if self park not available) \$ _____

Other: Specify: _____ \$ _____

TOTAL ESTIMATED EXPENSES: \$ _____

Check the appropriate space below:

_____ I request advancement of: \$ _____ (not to exceed 50% of estimated meals)

_____ I will apply for actual expenses upon return, with detailed receipts.

Employee Signature _____ Date ____/____/____

Principal/Admin Approval _____ Date ____/____/____

SUBMIT THIS REQUEST TO THE OFFICE TWO WEEKS PRIOR TO TRAVEL. ALL REQUIRED RECEIPTS MUST BE SUBMITTED WITHIN 7 DAYS UPON RETURN WITH TRAVEL VOUCHER FORM. FAILURE TO DO SO MAY RESULT IN DENIAL OF FUTURE TRAVEL. INCOMPLETE OR UNAPPROVED FORMS WILL DELAY PROCESSING AND COULD RESULT IN DENIAL OF REQUEST.