

PALESTINE ISD
Travel Advance & Expense Report
For Staff & Student Travel

Purchase Order Number: _____ (**Campus/Dept. Office Use Only**)

Travel expense reports must be filed within 10 days of your return if funds were advanced to you, within 30 days if advance travel funds were not provided; if the travel takes place in the last month of fiscal year, it must be submitted upon your return.

Name: _____ Address : _____

Title: _____ Campus/Dept.: _____

If advance is for student group travel or meal expense, attach a list of student names and a breakdown of all expenses.

Destination City: _____ Event: _____

DEPARTURE/ARRIVAL INFORMATION

	Date	Time	AM/PM
Departure			
Return			

STATEMENT OF EXPENSE

AMOUNT

Registration Fee	
Transportation: air, bus, taxi (attach receipt)	
Gas receipts for rental vehicle (attach receipt)	
Private Vehicle _____ miles X \$0.50 / mile	
List occupants of car:	
Name of Hotel (attach receipts) _____ # Nights _____ x(Rate _____ + City Tax _____) =	
List names sharing room:	
Student Meals (attach list) Are any meals provided? __ Yes __ No Breakfast _____ X \$6.50 = _____ left before 6 a.m. Lunch _____ X \$6.50 = _____ left before 12 noon Dinner _____ X \$6.50 = _____ returned after 6 p.m.	
Per Diem (Meals)- Staff Overnight Travel Only Any meals provided by hotel/conference during travel? ____ Yes ____ No If yes, do not include those meals for reimbursement below: For full per diem allocation for meals, employee must depart prior to 6 a.m. and return after 6 p.m. Breakfast _____ X \$ 6. 90 = _____ left before 6 a.m. Lunch _____ X \$ 9. 60 = _____ left before 12 noon Dinner _____ X \$13.50 = _____ returned after 6 p.m.	
Other expenses (list & attach receipts)	
Grand Total	

The above expenses are true and correct.

Employee Signature

Date

Employee -Return completed and signed form to campus/department secretary

- Campus/Dept Secretary**
1. Enter purchase order requisition in Skyward with detailed info listed above
 2. Have approved by principal/director.
 3. Send approved PO and this form, registration forms, receipts to accounts payable office for payment.