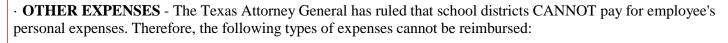
		Key	Staff						
estination:									
Purpose for Trip:				t					
Goal:		Strategy:		OŁ	ojective:				
Expenses	Dates	Details						Amount	
Transportation Own car ***	Dutes	Air	☐ Ta	xi .	☐ Rental	car	Other	Amount	
		☐ Air	☐ Ta		☐ Rental		Other		
		Air	☐ Ta		☐ Rental		Other		
		-		be reimbursed at 0.625 cents a mile (GSA Rate) est must be provided for mileage reimbursement					
Lodging: Hotel / Motel									
		Hotel: not to exceed \$192.00 in state / \$192.00 out of state							
Meals Day 1		(Not to exceed S	(Not to exceed \$71/day)			 □ \$18.0	00 D \$42.00		
Day 2						☐ \$18.0	-		
Day 3						 \$18.0	-		
Day 4		(Not to exceed \$71/day				□ \$18.0			
Day 5		(Not to exceed S	(Not to exceed \$71/day)			<u>□</u> \$18.0			
Conference fees***		Purpose: Regi							
		'							
		***Make sure t							
Parking / Valet		Purpose:							
Гахі		Purpose:							
Γolls		Purpose:							
Other		Purpose:							
		Advanced Amount							
		Total amount							
		GSA Rates Apply for all Travel or Reimbursement							

$\cdot \textbf{PARKING/CAB FARE} \text{- may be reimbursed with original receipts and should be submitted on the line titled "Other" on the \textit{Travel Requisition Form.}$
• RENTAL CAR - when appropriate and as approved in advance, vehicles may be rented for out-of-town travel. All vehicle rentals should be reserved through Budget Rent a Car unless otherwise approved by the A Superintendent or Business Office Manager.
• OUT OF STATE TRAVEL - all travel out of the state of Texas will be at the discretion of the superintendent. If needed travel may require board approval. Out of state lodging and meal rates will not exceed the rate established in federal travel regulations for each state. These rates can be found in the GSA (General Services Administration-www.gsa.gov) website in the per diem section.



(2) Tours or other types of entertainment

(1) Golf tournament entry fees

- (3) Valet services
- (4) Room service
- (5) Personal telephone calls
- (6) Snacks or soft drinks NOT purchased as part of a meal
- (7) In-room movie rental charges
- (8) Alcoholic beverages
- (9) Any expenses of a spouse or other family member
- (10) Tips
- **Hotel Receipt** The original itemized hotel receipt, along with the Travel Settlement Form must be returned to the business office no later than 5 business days from the return date of the trip.