

Tornillo Independent School District Non Key Staff Travel Request

Employee Name:		Campus / Dept.
Destination:		
Purpose for Trip:	Account Code	
Goal: _____ Strategy: _____ Objective: _____		

Expenses	Dates	Details	Amount
Transportation		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other	
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other	
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other	
Own car ***		Mileage*** Will be reimbursed at 0.67 cents a mile (GSA Rate)	
		copy of MapQuest must be provided for mileage reimbursement	
Lodging: Hotel / Motel		Hotel: not to exceed \$96.00 in state / \$96.00 out of state	
Meals	Day 1	(Not to exceed \$51/day)	<input type="checkbox"/> \$13.00 <input type="checkbox"/> \$16.00 <input type="checkbox"/> \$22.00
	Day 2	(Not to exceed \$51/day)	<input type="checkbox"/> \$13.00 <input type="checkbox"/> \$16.00 <input type="checkbox"/> \$22.00
	Day 3	(Not to exceed \$51/day)	<input type="checkbox"/> \$13.00 <input type="checkbox"/> \$16.00 <input type="checkbox"/> \$22.00
	Day 4	(Not to exceed \$51/day)	<input type="checkbox"/> \$13.00 <input type="checkbox"/> \$16.00 <input type="checkbox"/> \$22.00
	Day 5	(Not to exceed \$51/day)	<input type="checkbox"/> \$13.00 <input type="checkbox"/> \$16.00 <input type="checkbox"/> \$22.00
Conference fees***		Purpose: Registration	
		***Make sure the vendor is an approved vendor for conference	
Parking / Valet		Purpose:	
Taxi		Purpose:	
Tolls		Purpose:	
Other		Purpose:	
		Advanced Amount	
		Returned Funds	
		Total amount owing to Employee _____ District _____	
		GSA Rates Apply for all Travel or Reimbursement	

I understand that all original receipts, invoices, sales slips, etc., detailing the actual amount of expenses related to the advance are to be submitted to the Business Office no later than **5 days** from the completion of the activity. I will return any unused advance monies and receive a receipt for them. I understand that this means money must be used exclusively for the above stated activity. I also understand that Federal Account meals will be reimbursed after travel has occurred and must not exceed the \$36.00 a day meal per-diem.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

*** Please make sure all the needed signatures have been obtained for this form along with all the required attachments for back up and forward the form to the Business Office. For Internal Use: Date Form Rec. _____ BO _____ Accounts Payable

· **PARKING/CAB FARE**- may be reimbursed with original receipts and should be submitted on the line titled "Other" on the *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.

· **OTHER EXPENSES** - The Texas Attorney General has ruled that school districts CANNOT pay for employee's personal expenses. Therefore, the following types of expenses cannot be reimbursed:

- (1) Golf tournament entry fees
- (2) Tours or other types of entertainment
- (3) Valet services (exception Hotel Parking Fees)
- (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.