

# HOWE INDEPENDENT SCHOOL DISTRICT

## TRAVEL RECEIPT FORM

\* THIS FORM MUST BE COMPLETED AFTER TRIP

TRAVELER: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK ONE:  FACULTY/STAFF MEMBER  STUDENT(S) (must submit Travel Form 203)  BOTH

DESTINATION | CITY/STATE: \_\_\_\_\_

PURPOSE OF TRIP (be specific) \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_  AM  PM

RETURN DATE: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_  AM  PM

### EXPENSES (must submit Travel Form 203)

#### MEALS | ADULTS | Maximum of \$30.00/day aggregate per attendee

Bkft: \$ 8.00/day x \_\_\_\_\_ days x \_\_\_\_\_ attendees = \$ \_\_\_\_\_

Lunch: \$10.00/day x \_\_\_\_\_ days x \_\_\_\_\_ attendees = \$ \_\_\_\_\_

Dinner: \$12.00/day x \_\_\_\_\_ days x \_\_\_\_\_ attendees = \$ \_\_\_\_\_

#### MEALS | STUDENTS | Maximum of \$25.00/day aggregate per attendee

Bkft: \$ 7.00/day x \_\_\_\_\_ days x \_\_\_\_\_ attendees = \$ \_\_\_\_\_

Lunch: \$ 8.00/day x \_\_\_\_\_ days x \_\_\_\_\_ attendees = \$ \_\_\_\_\_

Dinner: \$10.00/day x \_\_\_\_\_ days x \_\_\_\_\_ attendees = \$ \_\_\_\_\_

Total MEALS: \$ \_\_\_\_\_

### TRANSPORTATION

\*Mileage: \_\_\_\_\_ x \$.45/mile \_\_\_\_\_

\*MUST attach copy of MapQuest or Google Maps as documentation

Airfare \_\_\_\_\_

Taxi, Parking, etc. (RECEIPTS REQUIRED) \_\_\_\_\_

Car Rental \_\_\_\_\_

Fuel (RECEIPTS REQUIRED) \_\_\_\_\_

Total TRANSPORTATION: \$ \_\_\_\_\_

### OTHER EXPENSES

Registration \_\_\_\_\_

Other (itemize) \_\_\_\_\_

\_\_\_\_\_

Total OTHER: \$ \_\_\_\_\_

SUBTOTAL: \$ \_\_\_\_\_

LESS Total Advanced by District: \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

FOR OFFICE USE ONLY:  FINAL REIMBURSEMENT TO TRAVELLER

REFUND DUE TO DISTRICT

SPONSOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED | PRINCIPAL (if applicable): \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED | BUSINESS MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

IMPORTANT: TRAVEL RECEIPT FORM 202 MUST BE SUBMITTED TO BUSINESS OFFICE  
WITHIN 10 DAYS AFTER COMPLETION OF TRIP | ALL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT